



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST REGULAR BOARD MEETING AGENDA

May 08, 2023 at 4:00 PM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

Call to Order

Roll Call

Agenda Review, Revision, and Approval

Approval of the agenda also approves all of the items on the consent agenda.

Consent Agenda

1. [2023 Board Attendance](#)
2. [Programmatic Award and Expense Report](#)
3. [March 2023 Checks and Expenditures Report](#)
4. [Monthly Budget Review](#)
5. [Children's Trust Regular Board Meeting Minutes 04.03.2023](#)
6. [Board Meeting Evaluation - Survey Results from 04.03.2023](#)
7. [April Sponsorship Applications](#)

General Public Comments

Chair's Report

Executive Director's Report

8. [05.08.2023 ED Report](#)

Committee Updates

Presentations

9. [Afterschool RFP 2023 - 01](#)

Old Business

10. Update on Board Member Appointments

New Business

11. New Building Search

Board Member Comments

For Your Information

Items in this section are for informational purposes only and do not require any action by the Trust.

Next Meeting Dates

Regular Board Meeting - Monday, June 12th, 2023 @ 4:00 PM
Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

Regular Board Meeting - Monday, July 10th, 2023 @ 4:00 PM
Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

Adjournment

Virtual Meeting Information

View or listen to the meeting: https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw
Public Comments: Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard>.

Guidelines for Public Comments

Public comments can be made in person at Children's Trust Board Meetings. We will no longer take comments by Zoom or by phone. If you would like to submit a written comment or a written transcript of your public comment before or after the meeting, these will be provided to Board Members prior to the next Board Meeting.

Any member of the public wishing to be heard either under the agenda section "General Public Comments" or on a specific agenda item shall approach the podium at the appropriate time.

Members of the public recognized by the Chair will have three (3) minutes to speak on a single subject matter. If an individual seeks to be heard on more than one agenda item, the Chair shall determine the amount of time allotted to the speaker. However, such time shall not exceed ten (10) minutes without the approval of the Board or Committee. The Clerk of the Trust is the official timekeeper.

Public members may not share or transfer all or part of their allotted time to any other person or agenda item, except as permitted by this Policy. To the extent a speaker has previously addressed a Board or Committee on the same subject, the Board Chair may limit repeat comments at the Board meeting by the same speaker.

File Attachments for Item:

1. 2023 Board Attendance

2023 Board Member Attendance

Item 1.

Regular Meetings	1/9/2023	2/13/2023	3/20/2023	4/3/2023	5/8/2023	6/12/2023	7/10/2023	8/14/2023	9/11/2023	9/25/2023	10/9/2023	11/13/2023	12/11/2023
Labarta	P	P	P	P									
Certain	P	P	P	P									
Pinkoson	P	P	P	P									
Andrew	P	P	P	P									
Cole-Smith	P	N/A	N/A	N/A									
Cornell	P	P	P	P									
Ferrero	P	P	P	P									
Hardt	P	P	P	P									
Snyder	P	P	P	P									
Twombly	P	P	P	P									

Special Meetings	Workshop Listening Project 4/3/2023	First TRIM FY2024 9/11/2023	Final TRIM FY2024 9/25/2023
Labarta	P		
Certain	P		
Pinkoson	P		
Andrew	P		
Cornell	P		
Ferrero	P		
Hardt	P		
Snyder	P		
Twombly	P		

V = Virtual Attendance
P = Physical Attendance

File Attachments for Item:

2. Programmatic Award and Expense Report

PROGRAM AWARDS AND EXPENSES
THROUGH MARCH 31, 2023

Item 2.

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY		\$ 1,031,594.00			
UNALLOCATED					\$ 0.35
STRATEGY 1.1 SUPPORT MATERNAL AND CHILD HEALTH					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>BUDGETED FUNDING</u>	<u>UNDER CONTRACT</u>	<u>EXPENSED</u>	<u>REMAINING BUDGET</u>
MATERNAL FAMILY PARTNER	Healthy Start of North Central Florida, Inc.	\$ 79,800.00	\$ 75,000.00	\$ 18,961.17	\$ 56,038.83
NEWBORN HOME VISITING PROGRAM	Healthy Start of North Central Florida, Inc.	\$ 425,600.00	\$ 400,000.00	\$ 116,834.42	\$ 283,165.58
STRATEGY 1.2 SUPPORT MENTAL HEALTH AND SUBSTANCE ABUSE PREVENTION					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>BUDGETED FUNDING</u>	<u>UNDER CONTRACT</u>	<u>EXPENSED</u>	<u>REMAINING BUDGET</u>
REACH COMMUNITY COUNSELING SERVICES FOR ADOLESCENT GIRLS	PACE Center for Girls Inc.	\$ 104,800.00	\$ 75,000.00	\$ 1,253.75	\$ 73,746.25
	Partners in Adolescent Lifestyle Support (PALS)				
YOUTH MENTAL HEALTH SUPPORT DURING AFTER-SCHOOL AND SUMMER PROGRAMMING	THRIVE (A University of Florida Health Program) Shands Teaching Hospital	\$ 104,800.00	\$ 75,000.00	\$ -	\$ 75,000.00
	Child Advocacy Center	\$ 100,000.00	\$ 100,000.00		\$ 100,000.00
STRATEGY 1.3 SUPPORT PHYSICAL HEALTH					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>BUDGETED FUNDING</u>	<u>UNDER CONTRACT</u>	<u>EXPENSED</u>	<u>REMAINING BUDGET</u>
WELLNESS COORINATOR @ HOWARD BISHOP MS	Children's Home Society of Florida	\$ 66,718.65	\$ 62,705.50	\$ 20,505.76	\$ 42,199.74
SAVING SMILES	UF College of Dentistry	\$ 100,000.00	\$ 100,000.00	\$ 12,102.00	\$ 87,898.00
STRATEGY 1.4 IMPROVE FOOD SECURITY					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>BUDGETED FUNDING</u>	<u>UNDER CONTRACT</u>	<u>EXPENSED</u>	<u>REMAINING BUDGET</u>
WEEKEND BACKPACK PROGRAM	Catholic Charities	\$ 49,875.00	\$ 49,874.35	\$ 1,400.51	\$ 48,473.84
GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL		\$ 4,997,780.91			
UNALLOCATED					\$ 0.95
STRATEGY 2.1 SUPPORT PROFESSIONAL DEVELOPMENT AND CAPACITY-BUILDING					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>BUDGETED FUNDING</u>	<u>UNDER CONTRACT</u>	<u>EXPENSED</u>	<u>REMAINING BUDGET</u>
TRANSFORMATIVE PROFESSIONAL DEVELOPMENT	Early Learning Coalition of Alachua County	\$ 263,899.66	\$ 248,026.00	\$ 6,167.08	\$ 241,858.92
V'LOCITY MASTER CLASS SERIES	Business Leadership Institute for Early Learning	\$ 90,000.00	\$ 101,330.00	\$ 52,509.88	\$ 48,820.12
ACCREDITATION ACADEMY	Multiple	\$ 300,000.00	\$ 181,387.00	\$ 17,672.33	\$ 163,714.67
PHILANTHROPY HUB	Community Foundation of North Central Florida	\$ 8,500.00	\$ -		\$ -
STRATEGY 2.2 EXPAND ACCESS TO HIGH QUALITY CHILDCARE, AFTERSCHOOL, AND SUMMER PROGRAMS					
<u>PROGRAM</u>	<u>AGENCY</u>	<u>BUDGETED FUNDING</u>	<u>UNDER CONTRACT</u>	<u>EXPENSED</u>	<u>REMAINING BUDGET</u>
SUMMER PROGRAMMING (2021-2024)		\$ 2,280,436.25			
SUMMER PROGRAMMING (2021-2024)	Alachua County Camp 13382	\$ 43,730.40	\$ 41,100.00	\$ -	\$ 41,100.00
SUMMER PROGRAMMING (2021-2024)	Boys & Girls Clubs 13384	\$ 142,620.69	\$ 134,042.00	\$ -	\$ 134,042.00

PROGRAM AWARDS AND EXPENSES
THROUGH MARCH 31, 2023

Item 2.

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
SUMMER PROGRAMMING (2021-2024)	Cade Museum 13385	\$ 17,309.15	\$ 16,268.00	\$ -	\$ 16,268.00
SUMMER PROGRAMMING (2021-2024)	City Of Alachua 13386	\$ 70,931.56	\$ 66,665.00	\$ -	\$ 66,665.00
SUMMER PROGRAMMING (2021-2024)	Community Impact 13387	\$ 147,443.80	\$ 138,575.00	\$ -	\$ 138,575.00
SUMMER PROGRAMMING (2021-2024)	Cultural Arts Coalition 13388	\$ 30,004.80	\$ 28,200.00	\$ -	\$ 28,200.00
SUMMER PROGRAMMING (2021-2024)	Deeper Purpose Community Church 13389	\$ 97,355.84	\$ 91,499.85	\$ -	\$ 91,499.85
SUMMER PROGRAMMING (2021-2024)	Gainesville Area Tennis Association 13391	\$ 71,208.20	\$ 66,925.00	\$ -	\$ 66,925.00
SUMMER PROGRAMMING (2021-2024)	Gainesville Circus Center	\$ 26,812.80	\$ 25,200.00	\$ -	\$ 25,200.00
SUMMER PROGRAMMING (2021-2024)	Girls Place, Inc. 13393	\$ 95,706.80	\$ 89,950.00	\$ -	\$ 89,950.00
SUMMER PROGRAMMING (2021-2024)	Good News Art 13394	\$ 167,260.80	\$ 157,200.00	\$ -	\$ 157,200.00
SUMMER PROGRAMMING (2021-2024)	I AM STEM 13393	\$ 173,511.80	\$ 163,075.00	\$ -	\$ 163,075.00
SUMMER PROGRAMMING (2021-2024)	Just For Us 13437	\$ 35,112.00	\$ 33,000.00	\$ -	\$ 33,000.00
SUMMER PROGRAMMING (2021-2024)	Kids Count in Alachua County, Inc. 13397	\$ 34,792.80	\$ 32,700.00	\$ -	\$ 32,700.00
SUMMER PROGRAMMING (2021-2024)	Santa Fe College	\$ 43,313.31	\$ 40,708.00	\$ -	\$ 40,708.00
SUMMER PROGRAMMING (2021-2024)	Greater Duval	\$ 53,200.00	\$ 50,000.00	\$ -	\$ 50,000.00
SUMMER PROGRAMMING (2021-2024)	St Barbara 13400	\$ 66,606.40	\$ 62,600.00	\$ -	\$ 62,600.00
SUMMER PROGRAMMING (2021-2024)	Star Center Theater 13401	\$ 99,670.20	\$ 93,675.00	\$ -	\$ 93,675.00
SUMMER PROGRAMMING (2021-2024)	Traveling Art Camp 13402	\$ 180,353.32	\$ 169,505.00	\$ -	\$ 169,505.00
SUMMER PROGRAMMING (2021-2024)	YMCA 13398	\$ 201,959.97	\$ 189,812.00	\$ -	\$ 189,812.00
SUMMER PROGRAMMING (2021-2024)	UF CROP	\$ 50,923.04	\$ 47,860.00	\$ -	\$ 47,860.00
SUMMER PROGRAMMING (2021-2024)	City of Alachua FY 2022 expense payable	\$ 2,022.02	\$ 2,022.02	\$ 2,220.02	\$ (198.00)
SUMMER PROGRAMMING (2021-2024)	Greater Betherl AME	\$ 50,000.00	\$ -	\$ -	\$ -
Summer Camp Incentives		\$ 100,000.00	\$ -	\$ -	\$ -
ENRICHMENT PROGRAMMING (2021-2024)	CE Underground Kitchen	\$ 70,566.61	\$ 66,322.00	\$ 34,260.50	\$ 32,061.50
ENRICHMENT PROGRAMMING (2021-2024)	Motiv8U	\$ 47,880.00	\$ 45,000.00	\$ 14,625.00	\$ 30,375.00
ENRICHMENT PROGRAMMING (2021-2024)	Cultural Arts Coalition	\$ 15,474.82	\$ 14,544.00	\$ 1,212.00	\$ 13,332.00
ENRICHMENT PROGRAMMING (2021-2024)	UF Natural History Museum	\$ 23,493.12	\$ 22,080.00	\$ 1,840.00	\$ 20,240.00
ENRICHMENT PROGRAMMING (2021-2024)	Child Advocacy Center	\$ 11,172.00	\$ 10,500.00	\$ 2,500.00	\$ 8,000.00
ENRICHMENT PROGRAMMING (2021-2024)	Freedom School	\$ 110,000.00	\$ 110,000.00	\$ -	\$ 110,000.00
		BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
AFTERSCHOOL PROGRAMMING (RFP 2021-06)		\$ 2,054,945.00			
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Boys and Girls Club of Alachua County*	\$ 185,411.58	\$ 174,259.00	\$ 18,930.83	\$ 155,328.17
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Deeper Purpose Community Church, Inc.*	\$ 107,818.33	\$ 101,333.10	\$ 45,571.79	\$ 55,761.31
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Area Tennis Association (Aces in Motion)*	\$ 259,583.67	\$ 243,969.62	\$ 85,088.20	\$ 158,881.42
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Circus Center*	\$ 129,316.75	\$ 121,538.30	\$ 50,689.83	\$ 70,848.47
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Girls Place, Inc.*	\$ 127,933.23	\$ 120,238.00	\$ 23,007.07	\$ 97,230.93
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Kids Count in Alachua County, Inc.*	\$ 200,925.71	\$ 188,840.00	\$ 39,202.19	\$ 149,637.81
STRATEGY 2.3 SUPPORT LITERACY AND OTHER ACADEMIC SUPPORTS					
PROGRAM	AGENCY	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
DOLLY PARTON IMAGINATION LIBRARY	Gainesville Thrive	\$ 14,896.00	\$ 14,000.00	\$ 5,772.12	\$ 8,227.88
THE BRIDGE COMMUNITY CENTER LITERACY PROGRAM	Vineyard Christian Fellowship of Gainesville, FL	\$ 59,646.03	\$ 42,688.00	\$ 19,968.50	\$ 22,719.50
OPERATION FULL STEAM*	Cade Museum	\$ 36,131.08	\$ 33,957.78	\$ -	\$ 33,957.78

PROGRAM AWARDS AND EXPENSES
THROUGH MARCH 31, 2023

Item 2.

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 2.4 IMPROVE CAPACITY TO SUPPORT SPECIAL NEEDS					
<u>PROGRAM</u>	<u>AGENCY</u>	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION					
<u>PROGRAM</u>	<u>AGENCY</u>	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
TEENSWORK ALACHUA MARKETING & RECRUITMENT	MINORITY BUSINESS LISTINGS, INC.	\$ 125,000.00	\$ 102,500.00		\$ 102,500.00
TEENSWORK ALACHUA	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 241,500.00	\$ 271,442.96		\$ 271,442.96
TEENSWORK ALACHUA YOUTH PAYROLL	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 500,000.00	\$ 492,554.06		\$ 492,554.06
NEW TECH NOW STE2AM ENGINE PROGRAM	New Technology Made Simple Now Inc	\$ 66,781.67	\$ 47,791.73	\$ 4,258.95	\$ 43,532.78
GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS		\$ 712,003.00			
UNALLOCATED					\$ 0.30
STRATEGY 3.1 SUPPPORT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES					
<u>PROGRAM</u>	<u>AGENCY</u>	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
RFP 2021-07 HELP ME GROW ALACHUA	Children's Home Society of Florida	\$ 220,000.00	\$ 220,000.00	\$ -	\$ 220,000.00
FAMILY RESOURCE CENTERS/COMMUNITY NAVIGATORS	Partnership for Strong Families	\$ 203,850.70	\$ 191,589.00	\$ 62,396.51	\$ 129,192.49
STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS					
SUMMER BRIDGE FOR HEAD START	Episcopal Children Services	\$ 183,352.00	\$ -	\$ -	\$ -
<u>PROGRAM</u>	<u>AGENCY</u>	BUDGETED FUNDING			
PROJECT YOUTH BUILD PARENTING PROGRAM	FL Institute for Workforce Innovation, Inc. d/b/a Project YouthBuild	\$ 104,800.00	\$ 75,000.00	\$ 27,324.75	\$ 47,675.25
GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY		\$ 98,876.00			
UNALLOCATED					\$ 0.54
STRATEGY 4.1 SUPPPORT INJURY PREVENTION					
<u>PROGRAM</u>	<u>AGENCY</u>	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 4.2 SUPPPORT INITIATIVES THAT PREVENT DELINQUENCY / TRUANCY					
<u>PROGRAM</u>	<u>AGENCY</u>	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
BIG BROTHERS BIG SISTERS OF ALACHUA COUNTY	Big Brothers Big Sisters of Tampa Bay, Inc.	\$ 41,296.46	\$ 29,554.00	\$ 11,365.44	\$ 18,188.56
STRATEGY 4.3 SUPPPORT VIOLENCE PREVENTION INITIATIVES					
<u>PROGRAM</u>	<u>AGENCY</u>	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
PEACEFUL PATHS INCREASING SERVICE VOLUME	Peaceful Paths, Inc.	\$ 38,427.00	\$ 27,500.00	\$ 10,235.51	\$ 17,264.49
Midnight Basketball	City of Gainesville	\$ 19,152.00	\$ 18,000.00		\$ 18,000.00
SOCIAL & EMOTIONAL LEARNING		\$ 125,000.00			
RFP Grants to go out		\$ -	\$ -	\$ -	\$ -
MENTORING & CHARACTER BUILDING		\$ 500,000.00			

PROGRAM AWARDS AND EXPENSES
THROUGH MARCH 31, 2023

Item 2.

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
RFP Grants to go out		\$ -	\$ -	\$ -	\$ -
EMERGENT NEEDS FUNDS		\$ 150,000.00			
RFP Grants to go out		\$ -	\$ -	\$ -	\$ -
COMMUNITY ENGAGEMENT		\$ 100,000.00			
<u>PROGRAM</u>	<u>AGENCY</u>	<u>BUDGETED FUNDING</u>	<u>UNDER CONTRACT</u>	<u>EXPENSED</u>	<u>REMAINING BUDGET</u>
PARTNERSHIP FOR REIMAGINING GAINESVILLE	Community Foundation of North Central Florida	\$ 50,000.00			\$ -
		BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
SPONSORSHIPS	SPONSORSHIPS	\$ 50,000.00			\$ 25,655.00
	Alachua County Child Abuse Task Force- Celebrate the Child			\$ 1,075.00	
	Alachua County Council of PTA's - Disability Resource			\$ 2,010.00	
	Balance 180 -			\$ 2,500.00	
	City of Waldo - 2022 Fall Festival			\$ 2,000.00	
	Concerned Citizens of Newberry - BTS Backpack Event			\$ 2,500.00	
	Concrete Rose Foundation - College Tour			\$ 2,000.00	
	Darn The Torpedos - The Tiny Bash			\$ 1,500.00	
	Education Equalizer Foundation - College Prep 101			\$ 2,500.00	
	Finer Foundation - Gun Violence Prevention 3-18-23			\$ 2,000.00	
	Just Between Friends - Safe Kids Day			\$ 260.00	
	Sweetwater Apartments - 2022 Fall Festival			\$ 500.00	
	United Way Reading Pals Program			\$ 500.00	
	100 Black Men of Greater Gainesville - Renascence Ball 4-8-23			\$ 2,500.00	
	BLSSD Future Inc - Teach me to Dance 6/9/23			\$ 1,000.00	
	Vineyard RECS Event 3/26/23			\$ 500.00	
	Episcople Parenting Event 4/28/23			\$ 1,000.00	
REMAINING UNALLOCATED MATCH		\$ 50,000.00			\$ 50,000.00
FY 22 BUDGETED GRANTS AND AID					
FY22 PROGRAM FUNDING TOTAL__		\$ 7,765,253.91	\$ 5,994,106.27	\$ 732,221.11	\$ 5,361,886.76
(+/-)		\$ 7,773,302.00			
Total Unallocated					\$ 8,048.09



Item:

Programmatic Award and Expense Report

Requested Action:

The Trust is asked to receive the report.

Background

Upon request of Board Members, provide monthly report of Programmatic Funding by Goal. The report should include initial awarded amount and YTD expenses. The report may be under the consent agenda subject to being removed for further discussion.

Attachments

Program Funding and Expense Report

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Report

PROGRAMMATIC AWARDS & EXPENSES
NOTES PAGE

BOYS' N GIRLS' CLUB OF NORTHCENTRAL FLORIDA- AFTER-SCHOOL PROGRAMS

- DUE TO INTERNAL FISCAL CHANGES AT B&GCNF, THEY ARE BEHIND IN INVOICING JAN-MARCH, BUT HAVE REQUESTED ASSISTANCE FROM THE CTAC FISCAL DEPARTMENT ON APRIL 5TH WITH THE NEW REIMBURSEMENT DOCUMENT.

PACE CENTER FOR GIRLS - REACH COMMUNITY COUNSELING SERVICES FOR ADOLESCENT GIRLS

- PACE HAS INVOICED UP TO DECEMBER 2022

CHILD ADVOCACY CENTER – REDUCING TRAUMA TO ABUSED CHILDREN THERAPY PROGRAM

- RECEIVING REVISED REIMBURSEMENT FORM & WILL BE INVOICING THIS MONTH FOR OCT-APRIL

SUMMERS CAMPS

- CONTRACT TERM APRIL 1, 2023 – AUGUST 31, 2023

CULTURAL ARTS COALITION - ENRICHMENT PROGRAM

- CULTURAL ARTS DECIDED TO USE OTHER FUNDS THE FIRST PORTION OF THE YEAR. RESERVING THE MAJORITY OF CTAC FUNDING TO PROVIDE ENRICHMENT FOR THE SUMMER PROGRAMS. THEY WILL INVOICE THIS MONTH FOR A FEW SESSIONS PROVIDED IN FEBRUARY.

UNIVERSITY OF FLORIDA - FREEDOM SCHOOL

- CONTRACT TERM APRIL 1, 2023 – AUGUST 31, 2023

CADE MUSEUM OPERATION FULL STEAM

- LEADERSHIP CHANGES IN FISCAL HAS DELAYED INVOICES.
- HELD A FISCAL REVIEW MEETING WITH CADE ON APRIL 4, 2023, TO DISCUSS SUBMISSION OF INVOICES. CADE PROJECTED INVOICING WOULD START THE MONTH OF APRIL; HOWEVER WE HAVE NOT RECEIVED ANY INVOICES TO DATE. DOP K. GOLDWIRE WILL BE FOLLOWING UP WITH CADE DIRECTOR OF FINANCE.

**PROGRAMMATIC AWARDS & EXPENSES
NOTES PAGE**

Item 2.

CHILDRENS HOME SOCIETY - HELP ME GROW

- **CONTRACT SIGNED. INVOICES EXPECTED THIS MONTH.**

CITY OF GAINESVILLE - MIDNIGHT BASKETBALL

- **CONTRACT TERM APRIL 1, 2023 – AUGUST 31, 2023**

File Attachments for Item:

3. March 2023 Checks and Expenditures Report



Item:

March 2023 Checks and Expenditures Report

Requested Action:

The Trust is asked to receive the report.

Background

Resolution 2020-2 requires that “All checks for expenditures or contracts which have not been expressly approved by the Trust shall be reported to the Trust on a monthly basis. The report may be under the consent agenda subject to being removed for further discussion.”

Attachments

March 2023 Bank Activity Report

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Report

Children's Trust of Ala Cty LIVE
Bank Account Activity Report
 Reconciled & Un-Reconciled
 From Date: 03/01/2023 - To Date: 03/31/2023

Bank	Bank Account					
Bank of America	Concentration Account					
Deposits:						
Date	Type	Deposit Information	Description	Department	Amount	
03/08/2023	Collection		Other	0700 - Clerk Finance and Accounting	20,834.00	
03/15/2023	Collection		Other	0700 - Clerk Finance and Accounting	160,601.30	
					<u>\$181,435.30</u>	
Checks:						
Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
No Transactions Exist						
EFTs:						
Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount
Open	22	03/06/2023		Accounts Payable	MISSION SQUARE RETIREMENT	382.76
Open	23	03/07/2023		Accounts Payable	MISSION SQUARE RETIREMENT	375.79
Open	24	03/17/2023		Accounts Payable	MISSION SQUARE RETIREMENT	400.40
Open	25	03/31/2023		Accounts Payable	MISSION SQUARE RETIREMENT	369.63
					<u>\$1,528.58</u>	
Wire Transfers:						
Type	Date	Vendor	Description	Internal Account	Amount	
Wire Transfer Out	03/02/2023		3.2.23 transfer to 0940	ZBA Accounts Payable	(6,920.34)	
Wire Transfer Out	03/03/2023		3.3.23 transfer to 0940	ZBA Accounts Payable	(21,721.75)	
Wire Transfer Out	03/06/2023		3.6.23 transfer to 0940	ZBA Accounts Payable	(42,153.85)	
Wire Transfer Out	03/07/2023		3.7.23 transfer to 0940	ZBA Accounts Payable	(6,280.19)	
Wire Transfer Out	03/08/2023		3.8.23 transfer to 0940	ZBA Accounts Payable	(16,937.83)	
Wire Transfer Out	03/01/2023		3.1.23 transfer to 0940	ZBA Accounts Payable	(63,010.06)	
Wire Transfer Out	03/09/2023		3.9.23 transfer to 0940	ZBA Accounts Payable	(2,759.11)	
Wire Transfer Out	03/10/2023		3.10.23 transfer to 0940	ZBA Accounts Payable	(4,192.97)	
Wire Transfer Out	03/13/2023		3.13.23 transfer to 0940	ZBA Accounts Payable	(13,353.40)	
Wire Transfer Out	03/14/2023		3.14.23 transfer to 0940	ZBA Accounts Payable	(18,210.87)	
Wire Transfer Out	03/15/2023		3.15.23 transfer to 0940	ZBA Accounts Payable	(53,175.51)	
Wire Transfer Out	03/16/2023		3.16.23 transfer to 0940	ZBA Accounts Payable	(40,812.44)	
Wire Transfer Out	03/17/2023		3.17.23 transfer to 0940	ZBA Accounts Payable	(1,400.51)	
Wire Transfer Out	03/21/2023		3.21.23 transfer to 0940	ZBA Accounts Payable	(1,121.27)	
Wire Transfer Out	03/22/2023		3.22.23 Transfer to 0940	ZBA Accounts Payable	(6,594.73)	
Wire Transfer Out	03/23/2023		3.23.23 transfer to 0940	ZBA Accounts Payable	(0.01)	
Wire Transfer Out	03/24/2023		3.24.23 transfer to 0940	ZBA Accounts Payable	(9,202.00)	

————— (\$307) Item 3.

Deposits:	Date	Type	Deposit Information	Description	Department	Amount
No Transactions Exist						

Checks:	Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
Open		11329	03/03/2023		Accounts Payable	ALACHUA COUNTY BOCC	13,353.40
Open		11331	03/03/2023		Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	138.00
Open		11333	03/03/2023		Accounts Payable	Gifts By Latriail	45.00
Open		11335	03/03/2023		Accounts Payable	THE KRIZNER GROUP	3,400.00
Open		11336	03/03/2023		Accounts Payable	University of Florida Board of Trustees	4,818.00
Open		11337	03/10/2023		Accounts Payable	BIG BROTHERS BIG SISTERS OF TAMPA BAY, INC.	3,194.73
Open		11338	03/10/2023		Accounts Payable	Catholic Charities Bureau Inc.	1,400.51
Open		11339	03/10/2023		Accounts Payable	CE's Underground Kitchen	13,236.36
Open		11340	03/10/2023		Accounts Payable	Doves of Loves Cleaning Services LLC	800.00
Open		11341	03/10/2023		Accounts Payable	Florida Alliance of Children's Council's & Trusts	150.00
Open		11342	03/10/2023		Accounts Payable	James Moore & Co P. L.	2,000.00
Open		11343	03/10/2023		Accounts Payable	HEALTHY START OF NORTH CENTRAL FL	38,012.44
Open		11344	03/17/2023		Accounts Payable	GAINESVILLE REGIONAL UTILITIES	813.64
Open		11345	03/17/2023		Accounts Payable	GAINESVILLE REGIONAL UTILITIES	700.00
Open		11346	03/17/2023		Accounts Payable	Gainesville Thrives	1,194.62
Open		11347	03/17/2023		Accounts Payable	Gannett Media Group f/k/a Gannett Co. Inc.	5,362.28
Open		11348	03/17/2023		Accounts Payable	University of Florida Board of Trustees	960.00
Open		11349	03/17/2023		Accounts Payable	BIG BROTHERS BIG SISTERS OF TAMPA BAY, INC.	2,803.35
Open		11350	03/17/2023		Accounts Payable	NEW TECHNOLOGY MADE SIMPLE NOW, INC.	693.74
Open		11351	03/17/2023		Accounts Payable	Peaceful Paths Inc.	1,986.77
Open		11352	03/17/2023		Accounts Payable	Child Advocacy Center Inc.	750.00
Open		11353	03/24/2023		Accounts Payable	ALACHUA COUNTY BOCC	13,353.40
Open		11354	03/24/2023		Accounts Payable	Ashley McClellan dba The Concrete Rose Foundation	2,000.00
Open		11355	03/24/2023		Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	1,193.87
Open		11356	03/24/2023		Accounts Payable	Doves of Loves Cleaning Services LLC	400.00
Open		11357	03/24/2023		Accounts Payable	Education Equalizers Foundations Inc.	2,500.00
Open		11358	03/24/2023		Accounts Payable	Episcopal Children's Services	1,000.00
Open		11359	03/24/2023		Accounts Payable	FLORIDA INSTITUTE FOR WORKFORCE INNOVATION, INC.	7,407.46
Open		11360	03/24/2023		Accounts Payable	OFFICE DEPOT	255.39
Open		11361	03/24/2023		Accounts Payable	Sage & Thyme, LLC	367.25
Open		11362	03/24/2023		Accounts Payable	The Finer Foundation of Florida Inc.	2,000.00
Open		11363	03/24/2023		Accounts Payable	GIRLS PLACE, INC.	16,254.19
Open		11364	03/24/2023		Accounts Payable	VINEYARD CHRISTIAN FELLOWSHIP OF GAINESVILLE, INC	3,642.30
Open		11365	03/24/2023		Accounts Payable	Motiv8U of North Central Florida Inc	1,125.00
Open		11366	03/31/2023		Accounts Payable	ALACHUA COUNTY BOCC	4,962.92
Open		11367	03/31/2023		Accounts Payable	Ameris Bank	2,785.36
Open		11368	03/31/2023		Accounts Payable	Business Leaders Institute for Early Learning	29,255.00

Open	11369	03/31/2023	Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	Item 3.
Open	11370	03/31/2023	Accounts Payable	Childrens Home Society of FL	4,027.80
Open	11371	03/31/2023	Accounts Payable	Doves of Loves Cleaning Services LLC	400.00
Open	11372	03/31/2023	Accounts Payable	Goldwire, Kristy	127.50
Open	11373	03/31/2023	Accounts Payable	University of Florida Board of Trustees	7,284.00
Open	11374	03/31/2023	Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	45,064.47
Open	11375	03/31/2023	Accounts Payable	Partnership for Strong Families	12,772.68
Open	11376	03/31/2023	Accounts Payable	Gainesville Circus Center Inc	14,378.07
					\$268,507.50

EFTs: Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount
Open	232	03/01/2023		Accounts Payable	Florida Retirement System	12,860.89
Open	233	03/03/2023		Accounts Payable	Kiner, Marsha	1,029.73
Open	234	03/03/2023		Accounts Payable	Randstad North America Inc. Spherion Staffing LLC	770.88
Open	243	03/03/2023		Accounts Payable	AlphaStaff Inc.	36,549.98
Open	235	03/06/2023		Accounts Payable	AlphaStaff Inc.	36,779.44
Open	236	03/10/2023		Accounts Payable	BOYS & GIRLS CLUBS OF NE FL, INC	5,789.06
Open	237	03/10/2023		Accounts Payable	Caren Hackman Inc.	885.00
Open	238	03/10/2023		Accounts Payable	Deeper Purpose Community Church Inc	9,978.80
Open	239	03/10/2023		Accounts Payable	Express Services Inc.	747.09
Open	240	03/10/2023		Accounts Payable	Level Up Impact Group, LLC	2,125.00
Open	241	03/10/2023		Accounts Payable	Randstad North America Inc. Spherion Staffing LLC	3,578.05
Open	244	03/13/2023		Accounts Payable	Health Equity Inc	156.51
Open	250	03/17/2023		Accounts Payable	AlphaStaff Inc.	35,861.57
Open	251	03/20/2023		Accounts Payable	Health Equity Inc	46.27
Open	252	03/24/2023		Accounts Payable	Caren Hackman Inc.	65.00
Open	253	03/24/2023		Accounts Payable	Child Advocacy Center Inc.	500.00
Open	254	03/24/2023		Accounts Payable	Express Services Inc.	1,827.09
Open	255	03/24/2023		Accounts Payable	Target Copy of Gainesville, Inc. DBA Renaissance	2,240.50
Open	259	03/31/2023		Accounts Payable	Health Equity Inc	16.56
Open	260	03/31/2023		Accounts Payable	Cayson, Elizabeth	356.98
Open	264	03/31/2023		Accounts Payable	AlphaStaff Inc.	36,783.33
Open	265	03/31/2023		Accounts Payable	Florida Retirement System	18,886.18
					\$207,833.91	

Wire Transfers: Type	Date	Vendor	Description	Internal Account	Amount
Wire Transfer In	03/02/2023		3.2.23 transfer to 0940	Concentration Account	6,920.34
Wire Transfer In	03/03/2023		3.3.23 transfer to 0940	Concentration Account	21,721.75
Wire Transfer In	03/06/2023		3.6.23 transfer to 0940	Concentration Account	42,153.85
Wire Transfer In	03/07/2023		3.7.23 transfer to 0940	Concentration Account	6,280.19
Wire Transfer In	03/08/2023		3.8.23 transfer to 0940	Concentration Account	16,937.83
Wire Transfer In	03/01/2023		3.1.23 transfer to 0940	Concentration Account	63,010.06
Wire Transfer In	03/09/2023		3.9.23 transfer to 0940	Concentration Account	2,759.11
Wire Transfer In	03/10/2023		3.10.23 transfer to 0940	Concentration Account	4,192.97
Wire Transfer In	03/13/2023		3.13.23 transfer to 0940	Concentration Account	13,353.40
Wire Transfer In	03/14/2023		3.14.23 transfer to 0940	Concentration Account	18,210.87
Wire Transfer In	03/15/2023		3.15.23 transfer to 0940	Concentration Account	53,175.51
Wire Transfer In	03/16/2023		3.16.23 transfer to 0940	Concentration Account	40,812.00

Wire Transfer In	03/17/2023
Wire Transfer In	03/21/2023
Wire Transfer In	03/22/2023
Wire Transfer In	03/23/2023
Wire Transfer In	03/24/2023

myReports

3.17.23 transfer to 0940
3.21.23 transfer to 0940
3.22.23 Transfer to 0940
3.23.23 transfer to 0940
3.24.23 transfer to 0940

Concentration Account
Concentration Account
Concentration Account
Concentration Account
Concentration Account

1
1
Item 3.

6,594.73
0.01
9,202.50

\$307,847.34

File Attachments for Item:

4. Monthly Budget Review



Item:

Monthly Budget Review

Requested Action:

The Trust is asked to receive the Monthly Budget Review

Background

Board Policy 3.50 requires that “the CTAC will perform reviews to determine if the budgetary plan is being followed and if budgetary expectations are being achieved. Any problems discovered in this process will be corrected at the appropriate level of budgetary control.”

Attachments

Income Statement
Balance Sheet
Notes to Statements
Monthly Budget Report

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Reports

CHILDREN'S TRUST OF ALACHUA COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YTD Transactions Through March 31, 2023

	General Fund FY 2022-23 Budget A	General Fund B	Special Revenue Fund C	Capital Projects Fund D	YTD Total Actuals Governmental Funds E = B+C+D	Budget - YTD Transactions F = A-E	Prior Year YTD	% of Budget Used
Revenues								
Ad Valorem Taxes	8,858,643.00	7,850,126.42	-	-	7,850,126.42	1,008,516.58	7,602,878.54	89%
Grant Income/Contributions	255,886.00	-	86,834.00	-	86,834.00	169,052.00	42,226.99	0%
Interest	5,000.00	1,361.34	-	-	1,361.34	3,638.66	6,465.84	27%
Other Sources (Use of FB)	3,221,414.00	-	-	-	-	3,221,414.00	-	0%
Total Revenues	12,340,943.00	7,851,487.76	86,834.00	-	7,938,321.76	4,402,621.24	7,651,571.37	64%
Expenditures								
Personnel Services	(1,441,966.00)	(564,864.41)	(49,934.77)	-	(614,799.18)	(827,166.82)	(450,906.50)	39%
Operating	(2,004,438.00)	(526,532.02)	(3,654.03)	-	(530,186.05)	(1,474,251.95)	(581,027.86)	26%
Grant awards (Programs)	(7,773,302.00)	(732,221.11)	-	-	(732,221.11)	(7,041,080.89)	(696,743.25)	9%
Grants & awards (Special Revenue Fund)	(116,000.00)	-	(9,658.65)	-	(9,658.65)	(106,341.35)	-	-
Sub-Total Expenditures	(11,335,706.00)	(1,823,617.54)	(63,247.45)	-	(1,886,864.99)	(9,448,841.01)	(1,728,677.61)	16%
Other Financing Sources (Uses)								
Transfers	(1,005,237.00)	(1,000,000.00)	-	1,000,000.00	-	(1,005,237.00)	-	-
Total Transfers	(1,005,237.00)	(1,000,000.00)	-	1,000,000.00	-	(1,005,237.00)	-	-
Total Expenditures	(12,340,943.00)	(2,823,617.54)	(63,247.45)	1,000,000.00	(1,886,864.99)	(10,454,078.01)	(1,728,677.61)	23%
Net Income (Expense)	-	5,027,870.22	23,586.55	1,000,000.00	6,051,456.77	(6,051,456.77)	5,922,893.76	-
Estimated Fund Balances - Beginning of Year		10,232,883.61	174,066.38	1,055,654.91	11,462,604.90			
Estimated Fund Balances - March 31, 2023		15,260,753.83	197,652.93	2,055,654.91	17,514,061.67			

Notes

- This report is YTD through March 31, 2023.
- The Fund Balances are estimated as the FY 2022 Audit is still in progress.
- The current General Fund expenditures will use \$3,221,414 from Fund Balance to complete current year obligations as budgeted.
- This exhibit does not include funds encumbered.

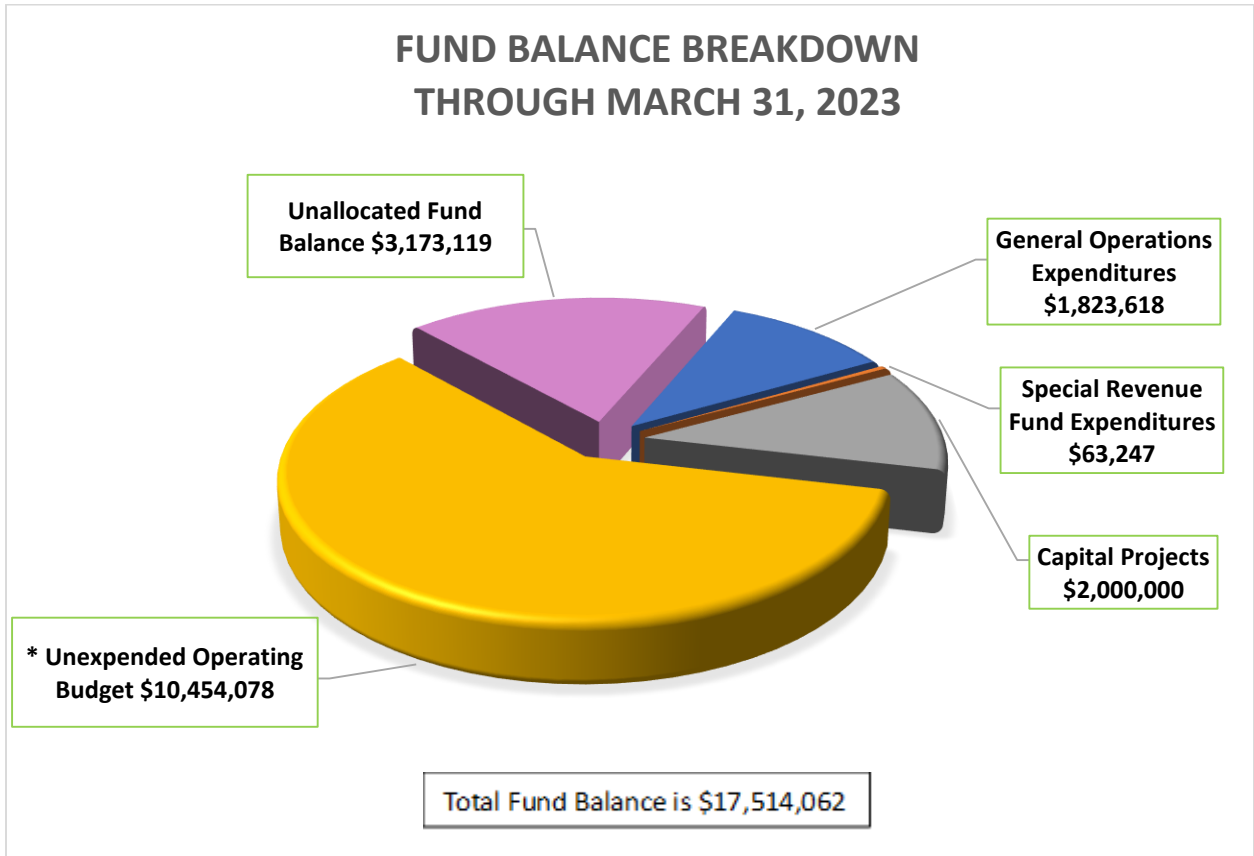
CHILDREN'S TRUST OF ALACHUA COUNTY
BALANCE SHEET
GOVERNMENTAL FUNDS
YTD Balances Through March 31, 2023

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
Through March 24, 2023				
Assets				
Cash & Cash Equivalents	15,261,237.43	197,652.93	2,055,654.91	17,514,545.27
Prepaid Expenses	9,550.00	-	-	9,550.00
Total Assets	15,270,787.43	197,652.93	2,055,654.91	17,524,095.27
Liabilities				
Accounts Payable	10,033.60	-	-	10,033.60
Total Liabilities	10,033.60	-	-	10,033.60
Equity				
Unassigned Fund Balance 2021-2022	9,088,519.85	147,060.79	300,174.87	9,535,755.51
2022 Net Income	1,144,363.76	27,005.59	755,480.04	1,926,849.39
2023 Net Income thru March 31	5,027,870.22	23,586.55	1,000,000.00	6,051,456.77
Total Equity	15,260,753.83	197,652.93	2,055,654.91	17,514,061.67
Total Liabilities and Equity	15,270,787.43	197,652.93	2,055,654.91	17,524,095.27

Notes

- This exhibit does not include funds encumbered.
- This exhibit does not include Accrued Expense Liabilities as they have not yet been posted for FYE 2022
- The Fund Balances are estimated as the FY 2022 Audit is still in progress.

NOTES TO STATEMENTS



The above chart shows the breakdown of Total Fund Balance per Financial Statements of \$17,514,062. Below is a breakdown of the Unexpended Budget. There is approximately \$5M of Grants and Aid attributable to Summer Programs. These programs have not yet begun to spend funds, although most have completed contracts and are encumbered. The General Fund budget includes \$1M which must be transferred to the Capital Fund.

NOTES

* Unexpended Budget Includes:

Personnel Services.....	\$	827,167
Operating Expenses.....	\$	1,474,252
Grants & Aid Encumbered.....	\$	4,160,099
Grants & Aid Unencumbered.....	\$	2,987,323
Transfers out.....	\$	1,005,237
Unexpended Operating Budget		10,454,078

File Attachments for Item:

5. Children's Trust Regular Board Meeting Minutes 04.03.2023



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST REGULAR BOARD MEETING MINUTES

April 03, 2023, at 4:00 PM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

Meeting called to order at 4:10pm by Chair T. Certain.

Roll Call

Agenda Review, Revision, and Approval

Approval of the agenda also approves all the items on the consent agenda.

Motion to approve by Member K. Cornell

Second by Member M. Labarta

Consent Agenda

1. 2nd Quarter Budget Report, Balance Sheet, and Income Statement
2. Programmatic Awards and Expense Report
3. February 2023 Checks and Expenditures Report
4. 2nd QUARTER FINANCIAL REPORT to the BoCC
5. 2023 Board Attendance
6. Board Meeting Evaluation Survey Results from 03.20.23
7. 03.20.2023 Regular Board Meeting Minutes

General Public Comments

Johnathan Leslie, Executive Director/CEO of Project Youth Build, spoke to feeling that opportunities are available, but access is not. Leslie shared a story about traveling to Ocala with a couple students for them to receive dental assistance because there were no Medicaid appointments in Gainesville.

Margot DeConna, Executive Director of Food4kids, introduced herself as the new Executive Director and she is looking forward to collaborating with the Trust.

Walter Sachs, Regional Managing Director Northwest Region for the Department of Children and Family Services, thanked the board for their work. Sachs shared that he has served on numerous CSC boards, and he understands how hard it is and how much is required of those making decisions about impact on children and families.

Addison Staples, Executive Director of Aces in Motion spoke to contracts ending in six months for most providers. He reminded the board of the challenges he faces as a provider if he's not being able to plan for the next year.

Chair's Report

8. Executive Director Performance Evaluation

Chair T. Certain shared that Executive Director M. Kiner asked about a mid-year review to make sure she is on track and performing well.

Several board members spoke about how well they felt ED Kiner was doing. Others shared that they feel staff appeared to be happier. The board members said that they are overall pleased with the ED and think a midyear review is unnecessary.

Executive Director's Report

9. 04.03.2023 ED Report

ED M. Kiner highlighted Childrens Week in Tallahassee. ED Kiner saw Representative Yvonne Hayes Hinson and Representative Chuck Clemmons. She reported the Business Leadership Institute (BLI) held its 3rd class on a very informative topic, business finance. Highlights included personal finance, credit, and managing debt.

Old Business

10. Special Programs Policy Update 6.80

ED Kiner shared the proposed language for Emergent needs to add to the current policy. Funding was approved by the board at the March 20, Board meeting. The emergent funds language has been added as section 6.80.C. Trust staff also used this opportunity to review and update any language that does not align with the sponsorship policy. The staff intends to create an application process that guides and supports local providers with submitting the best possible application for emergent funds.

Motion to Approve Member M. Labarta
Second by Member K. Cornell
All in favor

Discussion

The group asked if there is a cap on sponsorship awards. They also asked if applicants receive notification if their sponsorship application is denied? ED Kiner informed them that the cap is \$2,500. All applicants receive notification in writing regarding their sponsorship requests.

11. CDS Family & Behavioral Health Services, Inc. Request

ED Kiner recommends CDS apply for funding once the Emergent Needs Funding Opportunity Application opens. The request can be considered at that time.

Discussion

Should the organization apply for funding it does not appear to the board that the request qualifies.

New Business

12. Continuous Quality Improvement (Bonnie Wagner)

Trust Staff Member B. Wagner informed the board that staff has been working in collaboration with Providers to develop a tool and process for CQI which includes shared review, reflection, and planning on a regular cyclical basis for all providers and programs. Staff developed an initial draft tool and concept to support the review of shared goals, evaluation results, and identifying ways to improve and better support services and systems. Staff asked the board for support to continue implementation and collaborative refinements.

Discussion

Do we have a problem getting data? Can we ask for more for attendance requirements? Where do we get the qualitative data to show the success stories? Do we ask if the children grow after participating in the program? Do we ask the parents if they see any changes in their child?

13. Gainesville Bridge Literacy Program Reassignment (Kristy Goldwire)

Motion to Approve by Member K. Cornell
 Second by Member L. Pinkoson
 All in favor no discussion needed.

ED Kiner asked if the group could discuss the date and time for the upcoming Program Funding workshop. The group decided to hold the workshop at 9am on 4/17.

Board Member Comments

Member Twombly shared the next Steering Committee meeting will be a virtual meeting on April 27th 10am-12pm.

Member Hardt asked Member Twombly what is next for the Strategic planning process. Member Twombly read the list of upcoming scheduled Steering committee/Strategic planning activities. ED Kiner added that the Steering committee will work on the strategic plan that will be brought to the board for final approval.

Member Cornell asked when would be the earliest a Provider may know if they will receive funding? ED Kiner responded potentially May after an RFP is released.

DOP K. Goldwire described the RFP process advising that the RFP process will take a few months before it will be finalized.

Member Pinkoson further added that the board will honor the commitments of the long-term contracts. The other programs will know after we make decisions on what we will fund.

Member Labarta responded to the discussion about when providers should be notified about their status. She stated finding out in August is not unusual for a timeline when on an annual contract that expires at the end of the fiscal year.

Options were discussed about providing feedback to Providers regarding funding changes. The group agreed that the discussion would be continued at the Funding workshop scheduled for 4/17/23.

Meeting adjourned at 5:43pm

Next Meeting Dates

Regular Board Meeting - Monday, May 8th, 2023 @ 4:00 PM

Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

Regular Board Meeting - Monday, June 12th, 2023 @ 4:00 PM

Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

File Attachments for Item:

6. Board Meeting Evaluation - Survey Results from 04.03.2023



Summary of Board Meeting Evaluation Surveys

Per Board Policy 1.15, each meeting Board members will have the opportunity to evaluate the effectiveness and efficiency of meetings and provide suggestions on how to improve and best use time during Board meetings. The following is a summary of the input Board members provided for review by the Board, CTAC staff, and members of the public regarding the most recent Board meeting.

<u>Date of Meeting:</u>	April 3, 2023
<u>Completion Rate:</u>	100% of Board members completed (9 of 9)

Evaluation of Meeting Components:

Board members rate the effectiveness and efficiency of four components from 1 to 4. Ratings signify 1 = “poor”, 2 = “fair”, 3 = “good”, and 4 = “excellent”. All meeting components received favorable ratings of either “good” or “excellent”. Additionally, all meeting components received a higher-than-average rating. Two Board members noted appreciation for the CQI presentation, and one wanting to receive updates on CQI in the future.

Date of Meeting	Meeting Component			
	Materials Provided	Meeting Facilitation	CTAC Staff	Presentations
April 3, 2023	3.78 ↑	4.00 ↑	4.00 ↑	4.00 ↑
Average Rating (Cumulative to Date)	3.68	3.78	3.80	3.72

Materials Provided (The Board packet was received in a timely fashion and provided the information needed to prepare for the meeting)

Member Name	Rating	Average Rating
Andrew	4	3.78
Certain	3	
Cornell	4	
Ferrero	4	
Hardt	3	
Labarta	4	
Pinkoson	4	
Snyder	4	
Twombly	4	

A pie chart illustrating the distribution of ratings for 'Materials Provided'. The chart is divided into two segments: a large dark green segment representing 'Excellent' at 78%, and a smaller medium green segment representing 'Good' at 22%.

Comments: None Received.

Meeting Facilitation (The Chair ensured Board members and members of the public who wanted to speak had the opportunity to be heard)


Member Name	Rating	Average Rating
Andrew	4	4.00
Certain	4	
Cornell	4	
Ferrero	4	
Hardt	4	
Labarta	4	
Pinkoson	4	
Snyder	4	
Twombly	4	

A pie chart illustrating the distribution of ratings for 'Meeting Facilitation'. The chart is a single solid dark green circle representing 'Excellent' at 100%.

Comments: None Received.

CTAC Staff (CTAC staff were knowledgeable on their agenda items and prepared to address questions, or provide a plan for follow-up)


Member Name	Rating	Average Rating
Andrew	4	4.00
Certain	4	
Cornell	4	
Ferrero	4	
Hardt	4	
Labarta	4	
Pinkoson	4	
Snyder	4	
Twombly	4	



Comments: None Received.

Presentations (Presentations were helpful in providing information on programs and policies to guide decision-making and allow for input and transparency)

Member Name	Rating	Average Rating
Andrew	4	4.00
Certain	4	
Cornell	4	
Ferrero	4	
Hardt	4	
Labarta	4	
Pinkoson	4	
Snyder	4	
Twombly	4	



Comments:

- Bonnie did a great job with her presentation. Good to see a better format to report out data for Board, staff, and providers. It will be a useful tool. (Twombly).

Finally, Board members can provide general comments on the meeting overall as well as topics they'd like to see addressed on future agendas. These comments are listed below.

General Comments:

- Excellent back-up for both Steering Committee and Board Meeting. CQI presentation was excellent! (Cornell).

Are there any items, presentations, or other information you would like placed on a future Board agenda?

- Updates about CQI initiative (Snyder).

File Attachments for Item:

7. April Sponsorship Applications

From: Elizabeth Cayson
Sent: Friday, March 24, 2023 5:03 PM
To: Jamar Hebert
Subject: Children's Trust Sponsorship Application

Dear Jamar Hebert, 100 Black Men of Greater Florida GNV, Inc

We are delighted to inform you we have reviewed and approved your sponsorship application at the requested amount of \$2,500 sponsorship level. This will include sponsorship recognition and participation at 5th Ave Aviation Program.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](#)

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

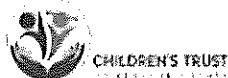
Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S
Community Engagement Coordinator
Children's Trust of Alachua County
Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
Mailing Address: P.O. Box 5669, Gainesville, FL 32627
Main Phone: 352-374-1830
Direct Line: 352-374-1832
Cell Phone: 352-363-8666
Fax: 352-374-1831



From: Children's Trust of Alachua County Florida
Sent: Tuesday, March 21, 2023 5:22 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Tuesday, March 21, 2023 - 5:22pm

Submitted by anonymous user: [104.129.207.17](#)

Submitted values are:

Organization Name 100 Black Men of Greater Florida GNV Inc.

Event Name Renascence Beautillion-Cotillion Ball

Event Date Sat, 04/08/2023

Time 6:30pm

Location Hilton University of Florida

Brief Description of Proposed Activity/Event (100 words or less)

"Renascence: Dawning of A New Day Beautillion and Cotillion," a formal gala presenting, recognizing, and honoring high school seniors in Alachua County. After several months of classes consisting of wellness, College 101, financial literacy, etiquette, public speaking, and a community service project benefiting breast cancer survivors, these scholars are celebrating a rite of passage.

A beautillion and cotillion gala is a formal event where young men and women are presented to society. The beautillion typically focuses on the achievements of young men, while the cotillion focuses on the achievement and grace of young women. Participants are dressed in formal attire and participate in various traditional dances. The event is a celebration of youth and coming of age and includes speeches, music, and dinner.

Identify CTAC Goals the activity/event will be addressing. Children can learn what they need to be successful

Target Population 10 teens directly impacted, over 50 indirectly.

Number Attending 150

Presenters/Consultants 20

Have you applied to the Sponsorship Fund Application in the past for this activity event? No

Have you received funding from the Sponsorship Fund in the past for this activity/event? No

If yes, enter date:

Are you qualified to conduct business in the state of Florida? Yes

Budget Expenses: Please specify what supplies will be needed, if applicable.

EXPENSES

Event Space - Hilton Deposit \$1,000

Food \$7,000

Marketing \$500

Décor & floral \$2,000

Videographer \$750

Photographer \$800
 Gifts \$400
 Dance Instructor \$300
 Class Instructors \$500
 Class Space \$200
 Band \$750
 DJ \$800
 Souvenir book \$1,200
 Scholarships:
 Most Ads \$500
 Congentiality \$500
 Academic \$1,000
 Academic \$1,000
 Contingency \$3,046
 Total Expenses \$21,496

Please specify what budget expenses will be covered by CTAC. Academic Scholarship, Souvenir Book Ad

TOTAL FUNDS REQUESTED \$ 3,000

Contact Person - First Name Jamar

Contact Person - Last Name Hebert

Contact email jamar.j.hebert@gmail.com

Contact phone number 2,259,376,236

Website www.100blackmenfl.org

Facebook <https://www.facebook.com/100blackmengreaterflorida>

Twitter <https://twitter.com/100blackmenfl>

Instagram <https://www.instagram.com/100blackmenflorida/>

New Vendor Form [100blackwithback_2.png](#)

W-9 Taxpayer ID and Certification [100blackwithback_2.png](#)

Acknowledgement of sponsorship Yes

Agree to appropriate logo usage Yes

Name of Submitter Jamar Hebert

Date of Submission Tue, 03/21/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/791>

From: Children's Trust of Alachua County Florida
Sent: Tuesday, March 28, 2023 8:02 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Tuesday, March 28, 2023 - 8:00pm

Submitted by anonymous user: [99.82.216.133](#)

Submitted values are:

Organization Name Blossoming Butterfly

Event Name Pink Fest

Event Date Sat, 06/03/2023

Time 11am-4pm

Location Celebration Pointe

Brief Description of Proposed Activity/Event (100 words or less)

Pink Fest is a walk for all cancers. We will have a walk/run, celebrate survivors, and support local vendors. We will have professionals there to educate on the importance of living a healthy lifestyle. We will have vendors with information on cancers that affect children. Blossoming Butterfly is aware that cancer affects more than the direct patient. Therefore, we are intentional in educating and caring for the family as a unit. There will be a children's corner. The children's corner will have:

Cotton Candy Machine

Popcorn Machine

Play Area

Arts & Crafts Table

Identify CTAC Goals the activity/event will be addressing. Children have nurturing, supportive caregivers and relationships

Target Population Children affected by cancer (family members,survivors, current)

Number Attending 400

Presenters/Consultants Blossoming Butterfly Staff

Have you applied to the Sponsorship Fund Application in the past for this activity event? No

Have you received funding from the Sponsorship Fund in the past for this activity/event? No

If yes, enter date:

Are you qualified to conduct business in the state of Florida? Yes

Budget Expenses: Please specify what supplies will be needed, if applicable.

Equipment Rentals: \$500

Face Painter: \$300

Supplies: \$800

Play Area: \$500

Food: \$400

Please specify what budget expenses will be covered by CTAC.

Equipment Rentals: \$500
Face Painter: \$300
Supplies: \$800
Play Area: \$500
Food: \$400
TOTAL FUNDS REQUESTED \$ 2,500
Contact Person - First Name Tawanda
Contact Person - Last Name Williams
Contact email info@blossomingbutterflyinc.com
Contact phone number 3,526,826,013
Website <https://www.blossomingbutterflyinc.org/>
Facebook <https://www.facebook.com//BlossomingButterflyOrg>
Twitter n/a
Instagram [blossomingbutterflyorg](https://www.instagram.com/blossomingbutterflyorg)
New Vendor Form [new_vendor_form_3_3.xlsx](#)
W-9 Taxpayer ID and Certification [rev. october 2018.pdf](#)
Acknowledgement of sponsorship Yes
Agree to appropriate logo usage Yes
Name of Submitter Tawanda Williams
Date of Submission Mon, 03/27/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/795>

Elizabeth Cayson

From: Elizabeth Cayson
Sent: Tuesday, April 11, 2023 11:20 AM
To: info@blossomingbutterflyinc.com
Subject: Children's Trust Sponsorships-Award Notification

Dear Tawanda Williams, Blossoming Butterfly, Inc:

We are delighted to inform you we have reviewed and approved your sponsorship application at the requested amount of **\$1,000 sponsorship level**. The check will be mailed approximately within two weeks.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](https://www.childrenstrustofalachuacounty.us) For this event, we would like to have a resource table located in the Children's Corner section. Please let us know if this is feasible.

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S
 Community Engagement Coordinator
 Children's Trust of Alachua County
 Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
 Mailing Address: P.O. Box 5669, Gainesville, FL 32627
 Main Phone: 352-374-1830
 Direct Line: 352-374-1832
 Cell Phone: 352-363-8666
 Fax: 352-374-1831



From: Children's Trust of Alachua County Florida
Sent: Tuesday, April 4, 2023 11:30 AM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Tuesday, April 4, 2023 - 11:30am

Submitted by anonymous user: 98.180.52.120

Submitted values are:

Organization Name Bother in Action
 Event Name Community Egg Hunt
 Event Date Sat, 04/08/2023
 Time 10am
 Location T.B. McPherson Park
 Brief Description of Proposed Activity/Event (100 words or less)
Family and community engagement event with free games, challenges, bounce house ,food and drinks. With eggs and prizes for kids that find the most eggs.
 Identify CTAC Goals the activity/event will be addressing. Children live in a safe community
 Target Population Families with children ages 1 and up.
 Number Attending 150
 Presenters/Consultants Brothers in Action
 Have you applied to the Sponsorship Fund Application in the past for this activity event? No
 Have you received funding from the Sponsorship Fund in the past for this activity/event? No
 If yes, enter date:
 Are you qualified to conduct business in the state of Florida? Yes
 Budget Expenses: Please specify what supplies will be needed, if applicable. Eggs, food coloring, treats, bounce house games, food ,drink and prizes.
 Please specify what budget expenses will be covered by CTAC. Prizes, Bounce House, treats
 TOTAL FUNDS REQUESTED \$ 1,800
 Contact Person - First Name Parnell
 Contact Person - Last Name Jones
 Contact email parnelljon@msn.com
 Contact phone number 3,522,248,551
 Website www
 Facebook <https://www.facebook.com/profile.php?id=100064510847318>
 Twitter www
 Instagram www
 New Vendor Form brothers_in_action.pdf
 W-9 Taxpayer ID and Certification brothers_in_action.pdf
 Acknowledgement of sponsorship Yes
 Agree to appropriate logo usage Yes

Name of Submitter Rita Puentes
Date of Submission Tue, 04/04/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/796>

From: Elizabeth Cayson
Sent: Tuesday, April 4, 2023 12:07 PM
To: parnelljon@msn.com
Cc: Rita Puentes
Subject: Children's Trust Sponsorship Application- Award Notice

Dear Parnell Jones, Brothers in Action:

We are delighted to inform you we have reviewed and approved your sponsorship application in the amount of \$1,000 sponsorship level. You will be reimbursed for this sponsorship due to the timing of actual event. Checks will be mailed within 2-3 weeks from this email.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](#) or see attached pdf formatted logo.

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S
Community Engagement Coordinator
Children's Trust of Alachua County
Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
Mailing Address: [P.O. Box 5669, Gainesville, FL 32627](#)
Main Phone: [352-374-1830](tel:352-374-1830)
Direct Line: [352-374-1832](tel:352-374-1832)
Cell Phone: [352-363-8666](tel:352-363-8666)
Fax: [352-374-1831](tel:352-374-1831)



From: Elizabeth Cayson
Sent: Friday, April 7, 2023 10:47 AM
To: Diane Hill
Subject: Sponsorship Application- Approved

Dear Diane Hill, Gainesville Alumnae Chapter of Delta Sigma Theta

We are delighted to inform you we have reviewed and approved your sponsorship application at the requested amount of \$500 sponsorship level. The check will be mailed within two weeks.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](#)

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

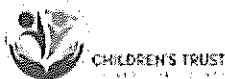
Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S
Community Engagement Coordinator
Children's Trust of Alachua County
Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
Mailing Address: P.O. Box 5669, Gainesville, FL 32627
Main Phone: 352-374-1830
Direct Line: 352-374-1832
Cell Phone: 352-363-8666
Fax: 352-374-1831



From: Children's Trust of Alachua County Florida
Sent: Wednesday, March 22, 2023 9:55 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Wednesday, March 22, 2023 - 9:53pm

Submitted by anonymous user: [68.101.67.27](#)

Submitted values are:

Organization Name Gainesville Alumnae Chapter of Delta Sigma Theta
Event Name Youth Summit 2023
Event Date Sat, 04/15/2023
Time 8:30 am - 12:30 pm
Location Springhill Missionary Baptist Church, Gainesville, FL
Brief Description of Proposed Activity/Event (100 words or less)
Youth Summit 2023 is designed to educate, encourage and enhance student ability to be successful at the next level of life. The sessions topics are resume writing, college applications and scholarships/financial aid, and interviewing tips and let's talk about finances. This will be a hands-on interactive event.
Identify CTAC Goals the activity/event will be addressing. Children can learn what they need to be successful
Target Population Middle and High School Students
Number Attending 80
Presenters/Consultants Keynote Speaker and Session Presenters
Have you applied to the Sponsorship Fund Application in the past for this activity event? No
Have you received funding from the Sponsorship Fund in the past for this activity/event? No
If yes, enter date:
Are you qualified to conduct business in the state of Florida? No
Budget Expenses: Please specify what supplies will be needed, if applicable. Student breakfast and lunch items. Supplies for participants bags.
Please specify what budget expenses will be covered by CTAC. Food items and participant supplies.
TOTAL FUNDS REQUESTED \$ 500
Contact Person - First Name Diane
Contact Person - Last Name M Hill
Contact email hilldiane08@yahoo.com
Contact phone number 13,522,847,186
Website gacdst@gmail.com
Facebook NA
Twitter NA
Instagram NA
New Vendor Form [new vendor form 3 1.xlsx](#)

W-9 Taxpayer ID and Certification [ein - gainesville alumnae letter tax exempt.pdf](#)

Acknowledgement of sponsorship Yes

Agree to appropriate logo usage Yes

Name of Submitter Diane M Hill

Date of Submission Wed, 03/22/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/792>

Elizabeth Cayson

From: Children's Trust of Alachua County Florida <childrenstrust-fl@municodeweb.com>
Sent: Friday, April 14, 2023 1:52 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application
Attachments: ctac_new_vendor_form_-_sheet1_1.pdf; ntn_w-9_2023.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Friday, April 14, 2023 - 1:51pm

Submitted by anonymous user: [72.209.65.149](#)

Submitted values are:

Organization Name New Technology Made Simple Now

Event Name Digital Storytelling & Healthy Kids Event

Event Date Tue, 05/09/2023

Time 6pm - 8pm

Location Archer Elementary

Brief Description of Proposed Activity/Event (100 words or less)

Partner with the Archer Elementary School & the PTA to provide digital storytelling and art activities to approximately 50 children and families. New Tech Now will provide all the equipment and supplies for students to experience designing in 3D to tell stories and express their creativity. We will partner with the YMCA of North Central Florida and Motiv8U at the event. We will provide food, prizes and activities to the community of Archer.

Identify CTAC Goals the activity/event will be addressing. Children can learn what they need to be successful

Target Population Low income, rural, ages 5 and up

Number Attending 50

Presenters/Consultants New Tech Now, Motiv8U, YMCA

Have you applied to the Sponsorship Fund Application in the past for this activity event? Yes

Have you received funding from the Sponsorship Fund in the past for this activity/event? Yes

If yes, enter date: Sat, 07/09/2022

Are you qualified to conduct business in the state of Florida? Yes

Budget Expenses: Please specify what supplies will be needed, if applicable.

Food and Drinks = \$500

Prizes and goodie bag = \$500

Equipment = \$3000 (funded by Dollar General)

Event production costs = \$2500 (funded by Duke Energy)

Please specify what budget expenses will be covered by CTAC. Food, drinks, prizes, and goodies = \$1000

TOTAL FUNDS REQUESTED \$ 1,000

Contact Person - First Name Janalyn

Contact Person - Last Name Peppel

Contact email Programs@NewTechNow.org

Contact phone number 3,523,393,603

Website NewTechNow.org

Facebook <https://www.facebook.com/NewTechNowEDU/>

Twitter na

Instagram na

New Vendor Form ctac_new_vendor_form_sheet1_1.pdf

W-9 Taxpayer ID and Certification ntn_w-9_2023.pdf

Acknowledgement of sponsorship Yes

Agree to appropriate logo usage Yes

Name of Submitter New Technology Made Simple Now

Date of Submission Fri, 04/14/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/799>

From: Elizabeth Cayson
Sent: Friday, April 14, 2023 2:39 PM
To: New Tech Now
Subject: Children's Trust Sponsorship Application-Notification

Dear Janalyn Peppel, New Technology Made Simple Now:

We are delighted to inform you we have reviewed and approved your sponsorship application in the amount of \$1,000 sponsorship level. Checks will be mailed within 2-3 weeks from this email.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](#) or see attached pdf formatted logo.

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases. For this event, we would like to host a resource table.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S
Community Engagement Coordinator
Children's Trust of Alachua County
Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
Mailing Address: P.O. Box 5669, Gainesville, FL 32627
Main Phone: 352-374-1830
Direct Line: 352-374-1832
Cell Phone: 352-363-8666
Fax: 352-374-1831

Elizabeth Cayson

From: Children's Trust of Alachua County Florida <childrenstrust-fl@municodeweb.com>
Sent: Wednesday, April 19, 2023 4:03 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application
Attachments: rwhp_vendor_information.xlsx; rwhp_2023_w-9.jpg

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Wednesday, April 19, 2023 - 4:03pm

Submitted by anonymous user: 70.164.195.250

Submitted values are:

Organization Name Rural Womens Health Project

Event Name Mother's day

Event Date Sat, 05/13/2023

Time 12 to 3 PM

Location Westminster Church, 1521 NW 34th street, Gainesville

Brief Description of Proposed Activity/Event (100 words or less)

The main point of this event is to celebrate and empower Latinx women and children. We will provide them with information about birth control, lactation, STDs, prenatal care, know your rights and resources in Spanish in general. We will have food for everyone and games to entertain the children. Also each mother will get a gift basket with (breastfeed pump, cooler and ice pack, thermometer and diaper pack).

Identify CTAC Goals the activity/event will be addressing. Children are born healthy and remain healthy

Target Population Low income and Spanish speaking

Number Attending 60

Presenters/Consultants Human Rights Coalition, Gainesville Fire rescue, Healthy Start, Project Salud

Have you applied to the Sponsorship Fund Application in the past for this activity event? No

Have you received funding from the Sponsorship Fund in the past for this activity/event? No

If yes, enter date:

Are you qualified to conduct business in the state of Florida? Yes

Budget Expenses: Please specify what supplies will be needed, if applicable. Resource cards, thermometers, breastfeed pump, diapers.

Please specify what budget expenses will be covered by CTAC. Food, and gift basket elements.

TOTAL FUNDS REQUESTED \$ 2,500

Contact Person - First Name Adriana

Contact Person - Last Name Menendez

Contact email amenendez@rwhp.org

Contact phone number 3,525,758,024

Website rwhp.org

Facebook <https://www.facebook.com/ProjectSALUDRWHP>

Twitter n/a

Instagram Rural Womens Health Project

New Vendor Form [rwhp_vendor_information.xlsx](#)

W-9 Taxpayer ID and Certification [rwhp_2023_w-9.jpg](#)

Acknowledgement of sponsorship Yes

Agree to appropriate logo usage Yes
Name of Submitter Adriana Menendez
Date of Submission Wed, 04/19/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/802>

Elizabeth Cayson

From: Elizabeth Cayson
Sent: Friday, April 21, 2023 3:55 PM
To: amenendez@rwhp.org
Subject: Children's Trust Sponsorship Application- Award Notification

Dear Adriana Menendez, Rural Women's Health Project:

We are delighted to inform you we have reviewed and approved your sponsorship application at a [\\$1,000 sponsorship level](#).

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space, and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](#)

Additionally, you will receive an email from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) with a survey request after the event has occurred. Please submit along with pictures from the event that we can use. Please ensure you have signed photo release consent forms; we do not need copies of releases. **For this event, we look forward to participating and having a resource table at the event. Should you not be able to accommodate us with this request, please contact us as soon as possible.**

Please contact me if you have any questions.

Thanks again for partnering with us to ensure children are healthy, educated, supported & safe.

Wishing you all a successful event.

Kindest regards,
Liz

From: Children's Trust of Alachua County Florida
Sent: Friday, April 7, 2023 7:58 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Friday, April 7, 2023 - 7:56pm

Submitted by anonymous user: [104.12.9.13](#)

Submitted values are:

Organization Name Soar Mentoring Services
Event Name 2nd Annual East Gainesville Backyard BBQ
Event Date Sat, 07/01/2023
Time 12pm - 5pm
Location 1028 NE 14th Street, Gainesville, Florida 32601
Brief Description of Proposed Activity/Event (100 words or less)
East Gainesville Backyard BBQ is held on the East Side of Gainesville, Florida to promote Diversity, Equity and Inclusion and to provide a safe environment where youth and their families can come out, participate in arts and crafts, shop with local vendors, get information and resources and network with various community stake holders.
Identify CTAC Goals the activity/event will be addressing. Children live in a safe community
Target Population Youth and their families
Number Attending 250
Presenters/Consultants Chanda Mayes
Have you applied to the Sponsorship Fund Application in the past for this activity/event? Yes
Have you received funding from the Sponsorship Fund in the past for this activity/event? Yes
If yes, enter date: Tue, 06/28/2022
Are you qualified to conduct business in the state of Florida? Yes
Budget Expenses: Please specify what supplies will be needed, if applicable. Tee Shirts
Drink Hydration for Event Volunteers
Please specify what budget expenses will be covered by CTAC.
Art Stations for Youth by Fabulous Faces
Spin Art Station
Sand Art Station
Face Painting
Glass Etching
Balloon Art
TOTAL FUNDS REQUESTED \$ 3,500
Contact Person - First Name Chanda
Contact Person - Last Name Mayes
Contact email soarmentoringservices@gmail.com
Contact phone number 3,526,810,147

Website eastgnvbbq.com
Facebook East Gainesville Backyard BBQ
Twitter N/A
Instagram East Gainesville Backyard BBQ
New Vendor Form [childrens trust of alachua county vendor form.pdf](#)
W-9 Taxpayer ID and Certification [soar_w9.pdf](#)
Acknowledgement of sponsorship Yes
Agree to appropriate logo usage Yes
Name of Submitter Chanda Mayes
Date of Submission Fri, 04/07/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/798>

Elizabeth Cayson

From: Elizabeth Cayson
Sent: Friday, April 14, 2023 3:23 PM
To: Chanda Mayes
Subject: Children's Trust Sponsorship-Notification

Dear Chanda Mayes, Soar Mentoring Services:

We are delighted to inform you we have reviewed and approved your sponsorship application in the amount of \$1,500 sponsorship level. Checks will be mailed within 2-3 weeks from this email.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](https://www.childrenstrustofalachuacounty.us) or see attached pdf formatted logo.

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases. For this event, we would like to host a resource table.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S
 Community Engagement Coordinator
 Children's Trust of Alachua County
 Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
 Mailing Address: P.O. Box 5669, Gainesville, FL 32627
 Main Phone: 352-374-1830
 Direct Line: 352-374-1832
 Cell Phone: 352-363-8666
 Fax: 352-374-1831



File Attachments for Item:

8. 05.08.2023 ED Report



EXECUTIVE DIRECTOR REPORT

April 1, 2023 - April 30, 2023

SUMMARY

Highlight for the Month:

1. TeensWork Alachua Recruitment Events
2. BLI Master Class Session 4 - HR & Real Estate

MEETINGS AND EVENTS FOR PLANNING, COORDINATION, AND COMMUNITY ENGAGEMENT		
DATE	MEETING / EVENT	SUMMARY
4/4	Greater Gainesville Chamber meeting	Staff attended the President's Breakfast meeting. Eric Godet, President, provided an update on recent chamber activities and referenced several businesses coming into the county.
4/4	FACCT Program Affinity Group meeting	FACCT staff facilitated a discussion for group members to share Program ideas.
4/4	Food4kids and CTAC introduction	Introduction of Food4kids new Executive Director to CTAC.
4/4	United Way/CTAC/ACPS	Meeting to discuss additional ways to partner.
4/4	Meeting with Porters Community - Faye Williams	ED Kiner met with Ms. Williams to discuss upcoming funding opportunities.
4/5	Black on Black Task Force Meeting	ED Kiner & Kristy Goldwire, Dir. of Programs, attended the Meeting on summer programs in the city.
4/6	FACCT Policy Group meeting	FACCT staff provided updates on Legislative updates for the week.
4/6	Archer Cultural Progressive Organization Meeting	ED Kiner met with Tamika Hicks to discuss the Trust and its community engagement.
4/6	Doula Collaboration meeting	Planning meeting with Healthy Start on a community doula project.
4/6	Woman's Club of High Springs	Staff attended the monthly Woman's Club meeting in High Springs. Mayor Gloria James, High Springs shared with the group that there

		will be a proclamation presentation at the 4/13 City Council meeting. The Woman's Club of High Springs will be presented with the proclamation for Child Abuse Prevention Month.
4/6	City of Gainesville	Staff member Cayson participated in One Nation One Project GNV application reviews.
4/10	Alachua Board of County Commission joint meeting with School District	Staff attended a joint meeting with Alachua BoCC and the School District. Several items of discussion: Equity & Youth Literacy, Broadband and Technology Access, and School Re-zoning & Planning. There were several motions made by both groups which included having the Children's Trust as part of the next meeting to be included in the dialogue.
4/11	Fifth Ave Neighborhood Association meeting	Staff attended The Fifth Ave Neighborhood Association which meets monthly at CTAC. Chief Lonnie Scott, was the guest speaker and provided an update on crimes taking place in the community.
4/11	Center for Autism and Related Disabilities (CARD) meeting	Staff met with CARD team members and shared summer camp booklets and info about CTAC. CARD staff provided brochures as a resource for us to hand out during outreach events.
4/11	Summer Invoice and Data collection training	Programs team facilitated training for Summer Providers.
4/12	Opioid Task Force Meeting	Staff attended Meeting in Newberry
4/12	City of High Springs	ED Kiner met with the City Manager, Mayor, Police Chief and Director of Recreation to

		discuss how the Trust can partner more with the city.
4/12	Deeper Purpose Community Center	ED Kiner visited Deeper Purpose and Pastor Joy to discuss the Trust funded programs and the plans for summer.
4/13	Interface Visit	ED Kiner visited Interface and toured the facility and discussed partnering in the future.
4/14	City of Gainesville event	Staff attended the ribbon-cutting ceremony of Albert Ray Massey Park.
4/14	Head Start Summer Bridge	Planning meeting with Episcopal Children's Services.
4/15	Little Orange Creek Nature Park, "Nature Day Event" Hawthorne	Staff hosted a resource table with information and activities for children. The children and their families had the opportunity to plant sunflower seeds or pepper seeds in a degradable container and take it home with them. Over 40 children participated in this activity. The activity was well received by event attendees.
4/17	Program funding board workshop	Staff presented Program funding to CTAC board members
4/18	City of Gainesville	Staff member Cayson participated in One Nation One Project GNV application reviews.
4/18	Girls Place Visit	ED Kiner visited and toured Girls Place and met with ED Arrington.
4/18	GNV4ALL Visit	ED Kiner met with James Lawrence and the new ED Angela Walker.

4/18	Children's Home Society of Florida at Howard Bishop (Community School)	ED Kiner met with Latoya Lopez and visited the program at Howard Bishop. Met the new Wellness Coordinator.
4/19	Alachua County Health Promotion and Wellness Coalition-Town Hall meeting	Staff attended the Town Hall meeting held at Gainesville High School. The purpose of the meeting was to discuss the increased use of illegal substances by youth and the dangers of these products.
4/20	Florida Grade Level Reading Campaign Statewide meeting	statewide monthly meeting.
4/21	Alachua Elementary Carnival	Staff hosted a booth at Alachua Elementary during their Spring carnival. We sponsored the corn hole toss activity and children and their families competed in the games. Also, information about summer camps and community resource information was provided.
4/22	Social Emotional Development Project Discussion	Discussion with early childhood professionals.
4/25	Promising Literacy Practices in K-5 Out of School Time Programs	Meeting with Jenn Faber to learn more about a new in-person training course offered by Florida Grade Level Reading Campaign, an initiative of FACCT.
4/25	League of Cities Meeting in Archer	ED Kiner attended the meeting.
4/26	FACCT Policy Group meeting	FACCT staff provided updates on legislative bills for the week.

4/26	Head Start Summer Bridge Partner meeting	Partner and introduction meeting with participating centers and Episcopal Children's Services.
4/26	City of Gainesville Recreation and Parks Department	ED Kiner met with Roxie Gonzalez and Cherie Kelly to discuss ways to partner for the summer.
4/27	Steering Committee meeting	Staff hosted a strategic planning session to discuss priority strategies within each goal.
4/27	Alachua County Schools UFLI and school literacy Discussion	Discussion with Alachua County Curriculum Director on UFLI
4/29	Cultural Arts Coalition -43rd Annual Fifth Avenue Arts Festival	Staff hosted a resource table at the event. Promotional giveaways were handed out and information was provided.

PROGRAMS CALENDAR

May	
Monday, May 1, 2023	Community Introduction and Discussion with Joan Lombardi
Tuesday, May 2, 2023	Pritzker Children's Initiative - Fellows Meeting
Tuesday, May 2, 2023	Help Me Grow Alachua Performance Meeting
Wednesday, May 3, 2023	CTAC and Help Me Grow Florida Monthly Update Meeting
Wednesday, May 3, 2023	Help Me Grow Florida Program Management Statewide Session
Wednesday, May 3, 2023	P5 Fiscal Strategies System of Care Webinar
Wednesday, May 3, 2023	SAMIS Implementation Meeting
Thursday, May 4, 2023	UFLI Follow-up Meeting
Thursday, May 4, 2023	HIPPY Advisory Meeting
Thursday, May 4, 2023	Florida Association of Childrens Council and Trust Policy Affinity Group
Thursday, May 4, 2023	Monthly Campaign for Grade Level Reading Meeting
Thursday, May 4, 2023	Frankel Agency Follow-up Meeting
Monday, May 8, 2023	Board Meeting - Afterschool RFP
Tuesday, May 9, 2023	Food Insecurity Advisory group meeting
Tuesday, May 9, 2023	Community Art Introduction
Wednesday, May 10, 2023	P5 System Mapping Follow-up Meeting
Wednesday, May 10, 2023	Pritzker Children's Initiative Grant Update- Bi Monthly Meeting
Wednesday, May 10, 2023	Alachua County Opioid Taskforce Meeting
Thursday, May 11, 2023	Early Learning Coalition Quality Committee Meeting
Thursday, May 11, 2023	Florida Association of Childrens Council and Trust Policy Affinity Group
Thursday, May 11, 2023	FACCT Research & Evaluation Affinity
Friday, May 12, 2023	Release Afterschool RFP 2023-01
Friday, May 12, 2023	HBCD All Hands Meeting
Wednesday, May 17, 2023	HIPPY Graduation
Thursday, May 18, 2023	Florida Association of Childrens Council and Trust Policy Affinity Group
Friday, May 19, 2023	National Collaborative for Infant and Toddlers Alachua Community Monthly Meeting
Friday, May 19, 2023	Steering Committee Meeting
Friday, May 19, 2023	National Collaborative for Infant and Toddlers Farm Bill 101 for PN 3 Advocates Webinar
Monday, May 22, 2023	HBCD Monthly Study Team Meeting
Monday, May 22, 2023	Future Project Alachua Community Discussion
Tuesday, May 23, 2023	Afterschool RFP 2023-01 Bidders' Conference 10am & 6pm
Wednesday, May 24, 2023	P5 Fiscal Strategies System of Care Webinar Part 3
Wednesday, May 24, 2023	Afterschool RFP 2023-01 - Technical Assistance Office Hours
Thursday, May 25, 2023	Florida Association of Childrens Council and Trust Policy Affinity Group
Wednesday, May 31, 2023	Afterschool RFP 2023-01 - Technical Assistance Office Hours

PLANNING, RESEARCH, AND EVALUATION

Continuous Quality Improvement (CQI) – A CQI presentation was shared during the 4/3/2023, Board meeting. Follow up has begun with each provider individually and sharing finalized CQI reports and receiving responses on challenges and opportunities for improvement.

Integrated Information Management System – Finalized contracts with Webauthor and FACCT. Participating in SAMIS Management Group and SAMIS Kick-off meetings.

Listening Project & Strategic Planning – Staff reviewing and providing feedback to Prismatic on additional communication products to share results back with Listening Project participants as well as Alachua County residents overall. The Trust hosted a Board Workshop on 4/17/2023 to discuss funding priorities, and a Strategic Planning session on 4/27/2023 to discuss priority strategies within each goal.

Provider Training, Support & Collaboration – Review and follow-up on monthly provider data reporting. Completed ten (10) provider site visits/meetings to review and discuss data, performance measures, and to discuss and see programming in action. Facilitated data collection training and/or support for Freedom School, summer camps, Midnight Basketball, TeensWork.

FINANCE AND ADMINISTRATION

Monthly Programmatic Award and Expense Report
 Monthly FY23 Budget Report
 March 2023 Checks and Expenditures Report

SUCCESS STORIES

Catholic Charities Weekend Hunger Backpack Program

Catholic Charities shared this communication from one of their partners: The weekend bag program has been a great asset to our students. The teachers have found that their students are more engaged in their learning because the bags fill in the gap with food insecurities. Students look forward each week to receiving their bags and seeing what is in them. It has also prompted other students with food insecurity at home to advocate for themselves. They request information on how they can become a part of the program and have given that to their parents. Parents have also expressed their gratitude as it is a help especially when there are multiple school aged students in the home.

File Attachments for Item:

9. Afterschool RFP 2023 - 01

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2023-06
AFTERSCHOOL RFP 2023-01**

WHEREAS, the Children's Trust of Alachua County (CTAC) developed and approved Resolution 2020-12, Procurement Policies; and

WHEREAS, the Trust seeks to fund qualified afterschool program providers to host kindergarteners through 12th grade students from low-income families in safe and enriching afterschool programming. Programming that addresses literacy, social emotional development, and career exploration.

WHEREAS, the Trust is required to approve the scope of service, minimum qualifications, evaluation criteria, and the review team,

NOW THEREFORE, be it ordained by the Board of Children’s Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION The scope of service, minimum qualifications, evaluation criteria, and review team attached hereto as Exhibit “A” is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by this reference.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from May 8, 2023 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 8th day of May 2023.

	AYE	NAY	ABSENT	NOT VOTING
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Hon. Denise Ferrero	_____	_____	_____	_____

Presiding Officer

Attest

Tina Certain, Chair
Children’s Trust of Alachua County

Marsha Kiner, Acting Secretary
Children’s Trust of Alachua County

**Item:**

Afterschool RFP 2023 - 01

Requested Action:

- 1) The Trust is asked to approve the release of RFP 2023 - 01
- 2) The Trust is asked to authorize \$1,000,000 for Afterschool programming for school year 23-24.
- 3) The Trust is asked to authorize Executive Director to appoint a review team of members with subject matter expertise.

Background

As the Trust continues to analyze the data gathered during the listening project, the Board expressed interest in continuing to fund afterschool programming for students residing in Alachua County, grades K-12th. The attached Resolution and Exhibit A (Afterschool Scope) details the minimum qualifications to bid, target population, required programming components, and evaluation criteria.

The purpose of the Afterschool RFP is to award afterschool funding to local organizations whose proposals include implementing literacy programming to enhance literacy skills for kindergarten through 5th grade students. Proposals that include afterschool programming to middle school students (6th through 8th grade) should ensure students receive opportunities to engage in high school prep, healthy social emotional development, relationship boundaries, and internet and social media safety activities. The CTAC also intends to fund afterschool enrichment clubs for high school students. Successful applicants will receive funding to implement programming during the 2023-2024 school year.

Attachments

Resolution 2023-06

Exhibit A - Afterschool RFP

Programmatic Impact:

Goal 2: All children can learn what they need to be successful.

Strategy 2.2: Expand access to high quality childcare, afterschool, and summer programs.

Fiscal Impact:

\$1,000,000 for school year 2023-2024.

Recommendation:

Staff recommends approval

D. Solicitation Timeline - Afterschool Programming

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	May 12, 2023
Bidders' Conference and Application Training (attendance is highly recommended) Virtual: Insert registration link	May 23, 2023 10 AM to 12:00 PM – Bidders' Conference & Application Training May 23, 2023 6:00 PM to 8:00 PM – Bidders' Conference & Application Training
Last day to submit written questions	June 2, 2023, 3:00 PM
Final response to all written questions posted	June 6, 2023, 3:00PM
Office hours for technical support	May 24, 2023 May 31, 2023 June 7, 2023
Application submission deadline	June 16, 2023, 3:00 PM
Public Opening of bids (Public Meeting)	June 16, 2023, 4:00 PM
Virtual: Insert registration link	
Application review period	June 19 – June 26, 2023
Review team – final score deliberation (Public Meeting)	June 28, 2023, TBD
Virtual: Insert registration link	
Funding recommendations released – (Trust Board Meeting Packet)	June 30, 2023 TBD
The Children's Trust of Alachua County Board Meeting Review funding recommendations	July 10, 2023, 4:00PM TBD
Location: Children's Trust Office 802 NW 5th Ave, Gainesville, FL 32627	
End cone of silence; Appeal process begins	July 11, 2023
Contract negotiations begin	July 17, 2023
Contracts begin	August 1, 2023

SECTION 2: FUNDING OPPORTUNITY

A. Overview of Solicitation

By approval of Resolution 2023 – 06 on May 8, 2023. The Children’s Trust of Alachua County seeks qualified afterschool program providers to host kindergarteners (five years old on or before September 1st) through 12th grade from low-income families in safe and enriching afterschool programming for the 2023-2024 school calendar year, that meets the standards and guidelines of the RFP. The CTAC intends to make multiple awards. The total overall amount awarded is \$1,000,000.

Successful applicants will be required to enter a contract with the CTAC for the services requested in this RFP within two weeks of funding announcement. Organizations submitting a proposal must be prepared to use the CTAC’s standard contract form rather than its own contract form. A Model Contract for Services is attached to this RFP. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractors.

B. Term of Services

Successful applicants will be awarded afterschool program only contracts with anticipated service dates of August 1, 2023 through June 30, 2024. Contracts will be line-item reimbursement based on a budget approved by the CTAC. The CTAC Board will make final decision regarding contract renewals.

C. Minimum Requirements to Bid

Organizations can apply for funding based on the following requirements:

- a. All proposed services must take place within Alachua County.
- b. Applicant must be currently qualified to conduct business in the State of Florida.
- c. Applicant must not be a charter school approved by any public-school system in the State of Florida.
- d. Applicant must have experience working with youth in out-of-school time.
- e. Applicant must be a licensed or licensed exempt afterschool program, in accordance with § 402.26, Fla. Stat., § 402.319, Fla. Stat., § 120.60, Fla Stat.
- f. Applicant must offer services to students in kindergarten through 8th grade for a minimum of 4 days a week, 1.5 hours per day and/or afterschool enrichment clubs for high school students, 9th – 12th grade.
- g. Applicant must offer in person afterschool services during the 23-24 school year.
- h. Applicant must implement a youth ratio of 1 to 20.

D. Scope of Service

The CTAC seeks to expand access to safe and enriching afterschool programming for children from low-income families living in Alachua County. The Children’s Trust of Alachua County is therefore seeking proposals from organizations to support a continuum of quality programs that have a positive impact on our children, youth, families, and communities of Alachua County. CTAC supports an evidenced-based, holistic approach that includes coordinated service delivery to ensure that residents are able to access high quality programs which are directly linked to positive outcomes for children and youth. In addition, the CTAC intends to award afterschool funding to local organizations whose proposals include implementing literacy programming to enhance literacy skills for kindergarten through 5th grade students. Proposals that include afterschool programming to middle school students (6th through 8th grade) should ensure middle school students receive opportunities to engage in high school prep, healthy social emotional development,

relationship boundaries, and internet and social media safety activities. The CTAC also intends to fund afterschool enrichment clubs for high school students. Clubs should offer opportunities for students to engage in activities that assist them with postgraduate decision making. **(See grade level programming sections below for specific requirements.)**

Elementary Programming (Kindergarten - 5th Grade):

Alachua County's 3rd grade and 5th grade reading levels continue to be a cause for concern. Alachua County Public Schools are in the beginning stages of implementing (UFLI), an explicit and systematic program that teaches students the foundational skills necessary for proficient reading, in grades K-2. The school system is beginning to use UFLI as an intervention for children in grades 3rd – 5th. This afterschool RFP allows the CTAC to support the school system and create a continuum to strengthen literacy skills for children participating in CTAC funded afterschool camps.

The CTAC intends to fund Contractors whose proposals include the implementation of the UFLI curriculum. Contractors will be required to describe curriculum implementation and sustainability. The CTAC will fund the cost of K-5th providers to attend UFLI trainings to ensure implementation to fidelity. The CTAC will determine the assessment tool that all funded providers will use to assess student literacy skills prior to program participation and post gains achieved.

To assist applicants with implementing experiences that complement learning, the CTAC will host a Promising Literacy Practices in K-5 Out of School Program Training. The training will be facilitated by the Florida Grade Level Reading Campaign (FLGKRC), an initiative of Florida Alliance of Children's Councils and Trusts (FACCT).

Middle School Programing (6th – 8th Grade):

Students in middle school grades are in the process of developing autonomy and are less inclined to break from their peers to participate in programs and activities. Successful applicants should be innovative and creative, proposing programs that will respond to developmental differences of middle school age groups. This should include strategies that create settings for students that are tailored to their needs and settings that give them a foundation for continued learning and growth. In addition, successful applicants should include the following components in their daily programming for middle school students.

- Opportunities for socialization via group activities throughout the course of programming
- Preparing for transition to high school or upcoming grade and career exploration
- Healthy relationship boundaries
- Internet and social media safety
- Healthy social and emotional development

High School – Afterschool Enrichment Clubs

By high school, youth are largely independent, making their own decisions about how to spend their time. Many are thinking about what will come next for them postgraduation, and many have developed interests in the fields they intend to pursue, whether it is career technical education, the workforce, or college. Research suggests that a large number of high school students normally participate in extracurricular

activities, for example, in school clubs, athletics, or helping their parents with younger siblings. Best practices show that afterschool programming for high school students should not be measured by hours of attendance but by what happens when youth are present. The CTAC intends to fund applicants that propose afterschool enrichment clubs for high school students. The purpose of the clubs is to engage high school students, throughout the school year, in activities that cover the following components.

- Career Exploration
- College Prep
- Work force Development
- Leadership Development
- Life Management Skills

Collaboration

It is expected that CTAC funded providers will demonstrate effective partnerships with collaborative services that would contribute to positive experiences for youth. CTAC is also devoted to supporting collaborative partnership by expanding its Youth Development Capacity Building Collaborative (YDCBC) and offering trainings and workshops to provider and the youth they serve. Contractors are expected to send staff to training opportunities offered by the CTAC.

Target Population:

Contractors will recruit and enroll children, kindergartners through 8th grade, into afterschool programming, and high School students for afterschool enrichment clubs. All students recruited shall reside in Alachua County. All recruitment should follow the guidelines below:

- Children whose income is less than 400% of the 2023 federal poverty threshold guidelines.
- Children with Individualized Educational Plan (IEP) or 504 plans whose families also meet the income requirements.
- Children from families receiving SNAP benefits.
- Children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision.

2023 Poverty Guidelines for 48 Contiguous States

Persons in Family/Household	200%	400%
2	\$39,440	\$78,880
3	\$49,720	\$99,440
4	\$60,000	\$120,000
5	\$70,280	\$140,560
6	\$80,560	\$161,120
7	\$90,840	\$181,680
8	\$101,120	\$202,240
For families/households with more than 8 persons, add \$5,140 for each additional person.		

Source: [HHS Poverty Guidelines for 2023](#)

Quality for Afterschool Programs:

The CTAC seeks to fund afterschool providers offering a range of programming activities. Applicants have the flexibility to implement creative and innovative programs that meet the needs and interests of children enrolled in their programming. The Florida Standards for Quality Afterschool Programs define the core principles and best practices that lead to the delivery of quality programming. Successful applicants should strive to meet the Florida Standards for Quality Afterschool Programs as outlined below.

- ADMINISTRATION AND ORGANIZATION** - Provide a solid framework for equitable afterschool programming; state a mission, philosophy, and goals, in accordance with local and state regulations.
- PROGRAM MANAGEMENT AND STAFF** - Employ qualified administrative and afterschool educators who are focused on the needs of children, families, and fellow staff.
- COMMUNICATION AND INTERACTION** - Provide ways to foster and enhance respectful communication, trauma-informed care, sense of belonging and safety, and positive interactions among children and youth, families and staff while recognizing that people often have many types of trauma in their lives.
- PROGRAM STRUCTURE AND ACTIVITIES** - Planning of safe, equitable, inclusive and developmentally appropriate social, recreational, and educational opportunities.
- HEALTH, SAFETY, AND NUTRITION** - Provide developmentally appropriate environments that protect and enhance the safety, physical and social emotional health of children, and meet local and state requirements.
- PROGRAM ENVIRONMENT** - Provide safe, developmentally appropriate, and inclusive indoor and outdoor environments, meeting local and state requirements.
- FAMILY AND COMMUNITY INVOLVEMENT** - Provide program/family engagement opportunities connected to schools, businesses and community partners.

For access to the Florida Standards for Quality Afterschool Programs, visit the Florida Afterschool Network page at <https://flafterschool.com/resources/standards/>

Service Locations

The CTAC expects to fund afterschool program sites throughout Alachua County. Applicants may propose to serve one or more program sites throughout Alachua County. Applicants may provide services in a variety of locations, including, but not limited to schools, city or county parks and facilities, faith-based locations, and community organizations. Best practices indicate providing services at sites that do not charge or charge minimally for space (such as schools, parks, and faith-based locations) results in higher investments in staffing that can support program quality.

The physical environment in which a program operates is a foundation for the youth's experience in a program. Indoor and outdoor spaces should be able to adequately and safely accommodate all program activities. Key features of high-quality service locations include:

- Can safely and comfortably accommodate the various activities offered and/or can be rearranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual /quiet workspace and eating/socializing).
- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play.
- Alternative plan if an environment is inaccessible due to weather or other external factors.

Scheduling, Frequency, and Duration:

Successful applications will offer afterschool services and programming for a minimum of 4 days per week, 1.5 hours per day. Afterschool programs should be offered in person during school days as determined by Alachua County School District. Successful applicants will need to show how CTAC funds will help them expand their program or create a new program where access to afterschool programming does not exist. Providers must establish an attendance policy consistent with this requirement.

Documenting Student Attendance

Attendance rosters of all afterschool programs must be organized, accurate and provided as part of the respective deliverable schedules.

Provision for Arrival and Departure of Youth

All programs must also have a clear strategy for the safe transportation of youth to and from the school, the community-based site (if off-site), and their home. At a minimum, the CTAC expects that youth shall not be released to any person other than the person(s) authorized or in the manner authorized in writing by the custodial parent or legal guardians.

Site profile and Budget

For each site applicant is seeking funding for, a site profile must be completed with the following information:

1. Site Information: Site name, address, contact information, grades served, site dates and hours of operation, executive summary.
2. Site Staffing: Position name, number of positions and description of duties. See staffing section for specific requirements.

3. Overall # of expected children for each site.
4. Number of additional children expected to serve with CTAC funds.
5. Site hours and operation, site description and executive summary.
6. Site Budget Summary: Site budgets will be calculated based on the site level detail entered.

Staffing:

Highly qualified staff members capable of developing strong, positive relationships with youth participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service. When possible, programs are encouraged to consider hiring staff from local schools that primarily serve their participants to increase collaboration and communication opportunities with youth's schools. In addition, the CTAC expects program staff be given sufficient time for program planning, professional development, supervision and collaboration with families, other organizations that play an important role in the lives of children and youth they serve.

- **Out of School Time Experience:** To bid for CTAC afterschool RFP, Contractors must have experience working with youth in out-of-school time. Out-of-school time is defined as the time a child or youth spends in supervised programming when school is not in session.
- **Positions:** All Contractors must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the afterschool program. At the minimum, the program director will be responsible for managing and implementing the program as described in the afterschool Site Profile to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.
- **Ratios:** Ratios should be designed to meet the needs of the students targeted by the program. Contractors shall implement a ratio no greater than 1:20 ratio of staff/youth. Providers may recommend a smaller ratio and provide justification.
- **Background Screening:** All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years. **Note: In the event that a staff member is disqualified, due to an ineligible background screen, they may request an exemption from disqualification by completing an Intent to Apply for Exemption from Disqualification. [Intent to Apply for an Exemption from Disqualification | Florida Department of Children and Families \(myflfamilies.com\)](https://myflfamilies.com)**
- **Infant and Child CPR/First Aid:** Each afterschool program must always have at least one staff member on-site and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CPR training may be classroom or online

instruction and must include an on-site instructor-based skills assessment that is documented by a certified CPR instructor. Documentation of the online course and on-site assessment must be maintained on file at the facility.

Data Collection:

All funded entities will be required to collect and report on the data specified throughout the school year. The Trust recognizes the importance of data security and technology resources required to operate effectively and provide accurate reporting on outcomes. The Trust is in the process of transitioning to an online integrated data system, SAMIS, which the Contractor will input data on a weekly basis. Contractors will report identifiable child information (e.g., name, date of birth) to facilitate receipt of on-going services, monitoring, and evaluation of outcomes overtime. All individuals who collect participant data, specifically that which contains personally identifying information (PII), are required to take measures to protect and secure it consistent with its [Data Collection and Management Policy](#). Contractors are expected to attend all trainings related to data collection, data system access, and appropriate system usage.

Demographics

Contractors will ensure completion of CTAC's *Child Enrollment Form* for each child receiving a scholarship to support submission of data to CTAC.

- Gender
- Date of Birth
- Race
- Ethnicity
- Language Spoken at Home
- School Name
- Grade (must be K – 12th)
- Residence City (must be Alachua County)
- Residence ZIP (must be Alachua County)
- Scholarship Eligibility Criteria (i.e., income below 400% FPL, IEP and/or 504 plans, in foster care, kinship care, under in-home case management, family receiving SNAP benefits)

Participation

Contractors are expected to collect and report the following on each child served individually.

- Days Attended
- Date of Enrollment
- Date of Discharge
- Reason for Discharge
- Participation in Specified Enrichment Program as Applicable.

Curriculum Implementation

- Days of Programming
- Program Schedule
- Program Content Delivery

Survey and Assessments

Literacy Assessment (K-5)
 Youth Development Survey (6-12)
 Family Satisfaction Survey (K-12)

Parent/Caregiver Consent

To inform parents/caregivers of demographic, eligibility, and attend information shared with CTAC.
 To permit/deny use of photography or media of their child(ren).
 To permit/deny student performance records be shared with/from Alachua County Schools.

E. Evaluation Criteria

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Points Awarded
Past Experience	1. Describe the experience your organization and staff have working with children in out-of-school time.	0-25
Project Plan	1. Please describe the service location, the community need, and how the program addresses the need. 2. Describe the target population(s) you intend to reach, including how you will recruit them. 3. Describe how your proposed services will be implemented for each target you intend to offer services. Be sure to include specifics, as it relates to required components for elementary, middle school, and high school. 4. Describe how CTAC funds will be used to expand your current program or create a new program where access to afterschool programming does not exist. 5. Describe your organization’s collaborative efforts and how those efforts positively impact your services and improves the lives of the children you serve.	0-25
Agency Stability & Capability	1. Describe your organization’s mission and services. 2. Describe your organizational capacity to carry out the proposed project plan.	0-25
Budget	1. Describe your organization’s fundraising activities. 2. Detail the financial support (who and amount) you receive for your proposed program. Including in-kind services your organization leverages. 3. Submit complete and accurate budget and budget narrative forms. 4. Attach all CTAC required fiscal documents forms.	0-25
		Max points =100

Application Score	Funding Recommendations
--------------------------	--------------------------------

80 - 100	Recommended for funding
70-79.9	Recommended for funding, contingent upon available funding
69.9 and below	Not Recommended for funding

Funding Restrictions

The following is a general list of restrictions. If there are items not on the list that you want to inquire about, please submit the scenario and/or question in writing to Procurement@childrenstrustofalachuacounty.us during the question and answer period.

- **Improvements to buildings and/or land**
Are not allowed.
- **Building maintenance and janitorial service**
General building maintenance, including pest control, is not allowed for non-program areas.
- **Lawn maintenance**
Not allowed.
- **Rent or mortgage payments**
Rent and mortgage payments are authorized only if the location is where direct services are provided to program participants. Only the percentage of CTAC funds will be authorized for reimbursement.
- **Utilities**
Authorized only if used by program participants. If the building houses non-program participants (such as staff) the amount/percentage of utilities used for the program participants must be calculated and only that amount/percentage will be authorized for reimbursement.
- **Vehicles**
The purchase of vehicles is not allowed.
- **Vehicle Fuel**
Fuel is allowed only for program related transportation.
- **Vehicle Rental**
Rental of a vehicle is allowed for transporting program participant(s) to a program-related event(s). Insurance and accessory coverage on rental vehicles are not billable.
- **General Transportation**
Vehicle-related expenses are not allowed for the transportation of non- program participants.
- **Fundraising**
Expenses for fundraising are not allowed.
- **Membership Fees or Dues**
Membership fees or dues are not allowed.
- **Staff/Volunteer Gifts/Awards/Recognition**
Gifts, awards or other expenses related to employee or volunteer celebration, recruitment, recognition events or activities are not allowed.
- **Communications**
General office internet for employees is not an allowable expenditure; however, if the internet access is required for program, then this would be allowed. Office phone and cell phones are allowed if they are used for the purpose of the program. Only the percentage of CTAC funds will be authorized for reimbursement.
- **Office Equipment/Furniture**

Maintenance, purchase or rental of office equipment is not allowed.

- **Salaries/Benefits**

Salaries/benefits for staff not assigned to directly deliver program services are only allowed in you indirect cost, which is 10% of your program budget.

F. Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this RFP:

1. Request for Proposals (RFP) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this RFP, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established. (See the cover sheet of this RFP for deadline date.) Persons or entities who intend to respond to such RFP by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the RFP. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at their email address on the RFP cover page. Prospective contractors shall not contact any other CTAC officials in an attempt to gather information regarding this RFP, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.
3. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will not be reviewed.
4. The CTAC's Program Department will take the following actions to determine the merits of the proposals and ensure the Contractor meets the mandatory qualifications to bid:
 - a. Review the proposals to determine whether they are responsive to the RFP and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
 - b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
 - c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the RFP. Because proposals, unlike bids, are subject to negotiation, certain omissions or

variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.

- d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.
5. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field, and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor's capacity to effectively deliver what is proposed.
6. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC's priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
7. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board's approved award amount or the approved contracting period require further Board approval.
8. **Protests:** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.
 - a. **Posting.** The Trust shall publicly post the award on the Trust's website within three full business days after the Board's award decision has been made. All bidders or proposer will be sent an email with the notice of award to the email address provided in the bid or proposal.
 - b. **Requirements to Protest.**
 - i. A formal written protest must be filed no later than 5:00 PM, on the fifth business day after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
 - ii. A formal written protest is considered filed when the Executive Director receives it and it

is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective applicant.

- c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
- d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing of the protest.
- e. **Review of Executive Director's Decision.**
 - i. The protesting party may request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.
 - ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board's discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Trust or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.
 - iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three business days of the CTAC Board meeting. The decision shall be final and conclusive.
- f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.

9. The CTAC reserves the right to:

- Reject any or all submittals
- Request clarification of any submitted information
- Waive any informalities or irregularities in any response
- Not enter into any contract
- Not select any firm
- Cancel this process at any time
- Amend this process at any time
- Interview firms prior to award
- Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
- Award more than one contract if it is in the best interests of the CTAC.
- Issue similar solicitations in the future.
- Request additional information from prospective contractors.